

**WISCONSIN NATIONAL GUARD ENLISTED ASSOCIATION**

**DISBURSEMENT VOUCHER**

**REQUEST DATE:** \_\_\_\_\_ **VOUCHER #** \_\_\_\_\_  
**SUBMITTED BY:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_  
**(name and address)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>DESCRIPTION OF EXPENSE</u></b>	<b><u>AMOUNT</u></b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total</b>	_____

**REQUESTED BY:** \_\_\_\_\_  
(signature)

**APPROVED BY:** \_\_\_\_\_  
(signature)

**CHECK NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**BY:** \_\_\_\_\_

**INSTRUCTIONS:**

1. A voucher must be prepared for each authorized disbursement.
2. Officers and committee chairman may approve requests for disbursement of funds within their budget.
3. All other requests for disbursement of funds must be approved by the President or Executive Director.
4. Attach a copy of invoices or receipts.
5. Email or mail vouchers to the treasurer for disbursement of funds.

**Mail Address:** Gary R. Hans, Treasurer, Wis. National Guard Enlisted Assn.,  
N3685 Riverside Lane, Jefferson, WI 53549  
**Cell Phone:** (920) 723-8098  
**Email:** WNGEA@yahoo.com

