



Expense Voucher

Today's Date

Payee/Vendor Name

Check **ONE** Expense Month

- | | | | |
|----------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Sept-01 | <input type="checkbox"/> Oct-02 | <input type="checkbox"/> Nov-03 | <input type="checkbox"/> Dec-04 |
| <input type="checkbox"/> Jan-05 | <input type="checkbox"/> Feb-06 | <input type="checkbox"/> Mar-07 | <input type="checkbox"/> Apr-08 |
| <input type="checkbox"/> May-09 | <input type="checkbox"/> Jun-10 | <input type="checkbox"/> Jul-11 | <input type="checkbox"/> Aug-12 |

Expense	Amount
— —	\$
— —	\$
— —	\$
— —	\$
— —	\$
— —	\$
— —	\$
— —	\$

Payment Due Date mm/dd/yy Total

Discount Due Date mm/dd/yy Authorizing (Initials)

Invoice No. (One invoice per voucher)

Inv/Pay Batch _____	Entry _____
Check # _____	