

Town & Country Players

P.O. Box 323, Doylestown, PA 18901

2017 General Expense Voucher

(Please Print Clearly or Type)

Date: _____

Description of Expenditure: (Briefly describe what money was spent for)

Total Expenditure: \$_____ Amount of Advance \$_____

Enter amount next to each account to be billed: Requesting Advance

	100	Community Outreach		260	Advertising
	105	Raffle Related		270	On Line Marketing
	120	Renovations Mortgage Related		275	Season Brochure
	130	Website Maintenance		280	Programs, Posters, Post Cards
	140	Fund Raising		290	PSC Expenses
	170	Permanent Improvements		295	New Play Committee
	190	Maintenance/Bldg& Grounds		300	General Production Budget
	195	Technical Maintenance		301	Winter Workshops
	210	Ticket Selling/Box Office		305	Summer Theatre Workshops
	220	Administration/Treasury		306	Costume Shop
	225	Awards Banquet		415	Gift Certificates
	226	Banquet Awards & Plaques		420	Membership Related
	230	Food/Hospitality		430	Prior Year Expenses
	240	Cleaning Supplies		435	2018 Show Rights

Name: _____

Address: _____

- All requests for reimbursement must be submitted with a voucher.
- All vouchers and receipts should be submitted to the Treasurer within 2 weeks of the expenditure.
- For fastest reimbursement, submit a digital copy of the voucher and the receipts to tandctreasurer@gmail.com
- Vouchers and receipts may also be mailed to the address above or placed in the T&C safe (if placed in the safe, please notify the Treasurer).

Check #	
Dated	