

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**  
**DKG ALBERTA EXPENSE VOUCHER 2017 – 2019 (Rev. Aug. 2017)**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Please make cheque payable to: \_\_\_\_\_

Mail to (if other than the above): \_\_\_\_\_

Address: \_\_\_\_\_

Street or P.O. Box

City

Province

Postal Code

**PLEASE ITEMIZE EXPENDITURES and ATTACH RECEIPTS:**  
**ITEM(S) PURCHASED**

**AMOUNT**


If necessary, complete on the other side.      **TOTAL PAYMENT REQUESTED:**      \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Position / Area of Responsibility: \_\_\_\_\_

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**Authorization of Expenditures:** ALL PAYMENT REQUESTS MUST BE SUBMITTED AND AUTHORIZED PRIOR TO PAYMENT.  
Expense vouchers must be complete with receipts attached. Documentation may be submitted in person, by mail or by e-mail to

**Elaine Whitford, President** – Please see address below.

**Alternate for Authorization of Expenditures:** Please note that **Phyllis Molyneux, 1<sup>st</sup> Vice President** is named as an Alternate in the event that the president is not available for an extended period.

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**Authorized by:**      **TOTAL AMOUNT APPROVED: \$** \_\_\_\_\_

Elaine Whitford, President \_\_\_\_\_ Date approved: \_\_\_\_\_

Email to: **samdenwal@gmail.com** or mail to: 37 Colchester Lane, 52063 Range Road 232, Sherwood Park, AB T8B 1K1

**Authorization Alternate:** (In absence of president for extended period) Amount approved: \_\_\_\_\_

Phyllis Molyneux, 1<sup>st</sup> Vice President \_\_\_\_\_ Date approved: \_\_\_\_\_

**Following approval**, voucher will be submitted to **Bea Ceretzke, Treasurer**, DKG Alberta for payment.

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**FOR USE OF THE TREASURER ONLY:**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Cheque No.: \_\_\_\_\_