

**HOSTOS COMMUNITY COLLEGE
DISBURSEMENT VOUCHER**

Number: _____

Date: ____/____/____

Payee: _____

Amount: _____

Club/Organization: _____

Budget Approved: ____/____/____

Budget Line (circle the appropriate line):

Clubs & Orgs Media & Comm Stud Govt Assoc

Purpose of Disbursement [be specific – include name of activity, date, item description, invoice #, etc.]:

We hereby certify that the above noted expenditure is a proper and necessary charge against the account shown and that the articles or services described have been received or performed as specified and that quantity and quality thereof have been verified.

Signature

Date

Person Responsible for the Activity _____

_____/_____/_____

Faculty Advisor _____

_____/_____/_____

Member of Hostos Association _____

_____/_____/_____

Treasurer of Student Government _____

_____/_____/_____

~~~~~ For Student Activities use only ~~~~~

Based on the foregoing certifications and the documentation [receipts, contracts, bids, etc.] attached to this voucher, this expenditure is: **Approved** _____ **Not Approved** _____

Director of Student Activities: _____

Date: ____/____/_____

Date check mailed: ____/____/_____

Check picked up by: _____

PDF _____

Check will be available on: _____

PC _____

~~~~~ For accounting use only ~~~~~

Check _____

Date _____

Posted _____

Available on _____

Check received by: _____

Date: ____/____/_____

White – Business Office

Yellow – Student Activities

Pink – SGA