

**HOSTOS COMMUNITY COLLEGE ASSOCIATION
DISBURSEMENT VOUCHER**

(for Clubs/Organizations, SGA and Media & Comm funds)

Number: _____

Date: ____/____/____

Payee: _____

Amount: _____

Club/Organization: _____

Budget Approved: ____/____/____

Budget Line (circle the appropriate line):

Clubs & Orgs

Media & Comm

Stud Govt Assoc

Type of Transaction (circle one):

Payment

Reimbursement

Advance

Partial Payment

Invoice(s) #: _____

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

for _____

Certification

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 _____ / ____/____

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

PC \_\_\_\_\_ First Review \_\_\_\_\_ Second Review \_\_\_\_\_ PDF \_\_\_\_\_  
\_\_\_\_\_

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

Check _____ Date _____ Posted _____ Available on _____