



Symphony League of Beaumont

Voucher Form

1. To be completed by the Chair or Co-Chair. If the request is for a reimbursement to yourself, please have your Chair or Co-Chair sign the form. You cannot approve a voucher for payment to yourself.
2. DO NOT PAY CREDIT CARD CONVENIENCE FEE, ETC. DO NOT PAY SALES TAX.
SLB IS TAX-EXEMPT. **YOU CANNOT BE REIMBURSED FOR SALES TAX OR CREDIT CARD CONVENIENCE FEES.**
SLB Tax Exempt number is 76-0192979. Give the vendor the Texas Tax Exemption Certificate.
3. Invoice and/or receipt **MUST** be attached to completed voucher for reimbursement. Please turn this form in for all purchases. Include a copy of the packing slip, printing received, etc. so correct accounting can be made. Only invoices approved by the Chair will be processed.
4. Mail, SCAN, or deliver voucher to:
Lauren Martin - SLB Treasurer
863 N. 5th Street
Beaumont, TX 77701
Lbachelot@sbcglobal.net
409-454-4902

VOUCHER REQUEST

Date _____ Committee _____ Amount \$ _____

Budget Line Item and Description _____

PAYABLE TO _____

(mail check to) _____

ADDRESS _____

Requested by _____

Printed Name

Signature

For Treasurer Purposes- Do Not Write Below This Line

GL# _____ Check# _____ Amount \$ _____ Date Issued _____ Initials _____

THE SYMPHONY LEAGUE OF BEAUMONT IS A NON-PROFIT ORGANIZATION EXEMPT FROM TEXAS SALES TAX.

OUR TAX ID #76-0192979

PO BOX 12576 Beaumont TX 77726-2576 409-861-2850