



**VOUCHER – SPECIAL/PROGRAM ACCOUNT**  
*(Request/Approval for payment of expenses)*

**Please submit this completed form and supporting documentation to Link Rose at r\_boyd45@comcast.net or Mail to Arlington VA Chapter of the Links Incorporated PO Box 6252, Arlington, VA 22206**

**Date:** \_\_\_\_\_ **Voucher Number:** S-2024-25  
*(Assigned by Treasurer)*

**Requestor Name:** \_\_\_\_\_  
*(Printed Name and Signature)*

**Total Amount Requested:** \_\_\_\_\_  
*(Attach supporting documentation for requesting amount, i.e., receipts, contract, etc.)*

**Project Description/Expense Purpose:** \_\_\_\_\_

**Payee Name:** \_\_\_\_\_

**Payee Address:** \_\_\_\_\_

**Please Designate Appropriate Budget Line:**

**PROGRAM AND FUNDRAISERS**

- \_\_\_\_\_ Facet/Program Coordinator
- \_\_\_\_\_ Services to Youth
- \_\_\_\_\_ The Arts
- \_\_\_\_\_ National Trends and Services
- \_\_\_\_\_ International Trends and Services
- \_\_\_\_\_ Health and Human Services
- \_\_\_\_\_ Chapter Fundraisers \_\_\_\_\_
- \_\_\_\_\_ Monte Carlo (Specify) \_\_\_\_\_
- \_\_\_\_\_ Connecting Link Golf Tournament and Pin Sales

**COMMUNITY OUTREACH**

- |                             |                                 |                           |
|-----------------------------|---------------------------------|---------------------------|
| ___ Alexandria Boys & Girls | ___ Doorways For Women/Children | ___ Scholarship Awards    |
| ___ Arlington Police Fund   | ___ Hopkins House               | ___ Scholarship Expense   |
| ___ APAL                    | ___ Northern VA Urban League    | ___ Contingency (Specify) |
| ___ AMEN                    | ___ Vanguard Services           | _____                     |

Beginning Balance	\$ _____	Budget Chair _____	Date _____
		Committee Chair _____	Date _____
Total Authorized for Payment	\$ _____	President _____	Date _____
Amount Paid	\$ _____	Treasurer _____	
Ending Budget Balance	\$ _____	Check Number # _____	Date _____
		Mailed/Delivered _____	Date _____

*Distribution: Original – Chapter Treasurer    Copy – President    Copy – Requester*