Virginia State Baptist Ushers' Union

 Unused Funds Return Form

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

 (Date the form is being completed)

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the committee initially requesting and/or returning the unused funds)

Committee Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Amount approved for your committee)

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full or Partial)

Total Expense(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Amount Spent)

Funs to be Returned): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Amount Left Over)

Attached is a copy of the final report. All receipts associated with this event are included in this report to include invoices and supporting documentation.

A total of ($\_\_\_\_\_\_\_\_\_\_) is being returned to the VSBUU Treasurer. You may send an email to the Treasurer notifying her that a check has been sent.

**NOTES:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by**: Stephanie Gaignard, Treasurer, VSBUU\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Virginia State Baptist Ushers Union

Voucher Return Form Guidelines

* If you are requesting reimbursement for any expenses, you may obtain a voucher request form from the Virginia State Baptist Ushers Union website.
* All vouchers submitted should be completed with an attached copy of supporting documentation such as receipts, canceled checks, invoices, etc.

* All vouchers should be submitted to the VSBUU Treasurer for processing.
* Voucher(s) should be mailed and/or emailed to the VSBUU Treasurer at the following address:

 *Stephanie Gaignard, VSBUU Treasurer*

*314 Lark Drive*

*Richmond, VA 23227*

*757-285-5540*

*Email:* *sgaignard413@gmail.com*