

**Cecil County School Retired Personnel Association
Payment Request**

Thank you for your valuable help in completing this important task.

The voucher is used to assist us keep records of expenditures for the state (tax exempt) and Federal nonprofits status. Therefore it is an important record keeping process. Every entry area in yellow must be completed: expenditures amount totaled in the correct box; notes should indicate where items went (in as much detail as possible). In other words a person should be able to see the front and know what is happening with the funds. If you could identify the amount spent on each function (school), that would be helpful to project where the greatest needs are for the future.

After completing the form, take a picture (that is scan or electronically photograph items) with your phone and email it to aboard member and me for approval. Once the receipts are received and/or approved accepted, a check will be mailed.to you. That is why "Request to be paid to" entry is important. If you have the means to electronically submit all items to members, this would speed up the process.

My contact info is:

443-907-3282

Treasurer@CecilRSPA.org

Treasurer Cecil County RSPA

c/o Paul Humphrey

458 Welsh Hill Road

Newark, DE 19702

Cecil County School Retired Personnel Association Payment Request

Today's Date:
Request made by and/or paid to:
Name:
Address:
Phone:

Approved By:
Date:

Check Number:
Date written:

Expenditures	
Management and General Expenses	
Chalkboard (including postage)	
Mileage	
Miscellaneous	
MRSPA Insurance	
Postage	
President's Fees	
Supplies	
Website	
Management, etc. (Sub Total)	
Program Services	
Gifts (Social Committee)	
Kids Personel Needs (Coats, etc.)	
Luncheons - (Food/Supplies)	
Luncheons - (Donated services)	
MRSPA Scholarship	
Parton's Imagination Library	
Program for Meetings	
Scholarship	
Grant	
Program Services (Sub Total)	
Other Expenses	
Total Expenditures	

Attach receipts to back of form
Notes about these receipts: