

August 1, 2016

To all Auxiliary Presidents:

The Louisiana Ladies Auxiliary Association board recommends all auxiliaries should use a voucher system for paying the auxiliary bills.

1. Protects President and Treasurer
2. Voucher should be filled out by person requesting payment of any bill
3. Voucher then should be signed by the President as approving the request
4. Treasurer should also sign the voucher and write check number that covers this voucher
5. The treasurer should never fill the complete voucher out herself

Please see copy of voucher included as an example.

**VOUCHER #** \_\_\_\_\_

**PAY TO THE ORDER OF:** \_\_\_\_\_

**FOR:** \_\_\_\_\_

**CATEGORY:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AMOUNT: \$** \_\_\_\_\_ **PAID CHECK #** \_\_\_\_\_

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**TREASURER**