



CHECK NO: _____

EXPENSE VOUCHER

UNIT FIVE EDUCATION ASSOCIATION

Date: _____

Budget Line/Category (see choices below): _____

Expense Description

Expense Amount

	\$
	\$
	\$
	\$
TOTAL AMOUNT	\$

Name to Go On Check: _____

HOMEBASE: _____ Date: _____

If the check is to be mailed directly to the creditor, provide the information below:

NAME
ADDRESS
CITY STATE ZIP

OR

If the check is to be returned to you, please indicate your school OR home address

SCHOOL NAME
ADDRESS
CITY STATE ZIP

Please send your voucher to the UFEA President for approval. The voucher will then be routed to the UFEA Treasurer. Checks are written on the first and fifteenth of each month.

President's Signature: _____

Date: _____

BUDGET CATEGORIES

- | | | | | | |
|---|--|---|---|---|---|
| <p>1 Governance and Operations</p> <ul style="list-style-type: none"> 1.1 Executive Committee 1.2 Supplies and Postage 1.3 Office Expenses (Pres. Phone) 1.4 Officer Stipends <ul style="list-style-type: none"> 1.41 President 1.42 Vice President 1.43 Secretary 1.44 Treasurer 1.45 Committee Chairs 1.5 Full-time Release 1.6 CEC 1.7 Audit 1.8 Association Days 1.9 Representative Council | <p>2 Conventions/Prof. Development</p> <ul style="list-style-type: none"> 2.1 SLA 2.2 WAC 2.3 IEA Rep Assembly 2.4 NEA Rep Assembly | <p>3 Membership</p> <ul style="list-style-type: none"> 3.1 Fall Membership Mtg. 3.2 Spring Membership Mtg. | <p>4 Council and Committees</p> <ul style="list-style-type: none"> 4.1 Grievance/Arbitration 4.2 Collective Bargaining 4.3 Hospitality/Social | <p>5 Memorials</p> <ul style="list-style-type: none"> 5.1 Pat Kaczynski Memorial Fund | <ul style="list-style-type: none"> 4.4 New Teachers 4.5 Website 4.6 History 4.7 Scholarship <ul style="list-style-type: none"> 4.71 NCHS 4.72 NCWHS 4.73 UFEA Member's child 4.8 Public Relations <ul style="list-style-type: none"> 4.81 Beyond the Books 4.82 Diversity Project |
|---|--|---|---|---|---|