Voucher

Date:

Green Oaks Laboratory High School
2560 Thomas E. Howard Sr. Drive
Shreveport, LA 71107
(318) 425-3411
Fax: (318) 425-3414

Check Payable to: _____	Check Number
_____	
_____	

ACCOUNT CHARGED: _____

School purchases may not be made without prior written approval of the Principal. Purchases made by teachers, school employees or by any other person that have not been specifically authorized by the Principal are solely the responsibility and obligation of the individual making such purchase.

	ITEM (Detailed explanation for payment)		Amount
		Total	

General school funds shall not be used to furnish food, clothing, or gifts to students or student families. Parties, awards, and gifts for school employees should not be furnished from school funds. Any funds for these type expenditures must come from the faculty funds or from DONATIONS received SPECIFICALLY for these type purchases.

Travel reimbursement $0.10 (ten cents) per mile and will not be paid to sponsors from Club Accounts.

All advances are to be made only on the basis of a voucher properly approved by the Principal. They must be accounted for immediately upon completion of the activity, and all receipts should be submitted to cover all expenditures.

A School Expense Report should be completed and attached to all travel reimbursements checks. This pertains to trips out-of-town.

Check Requested by: _____

APPROVED BY: _____

Check Picked up by: _____