

Town & Country Players

P.O. Box 323, Doylestown, PA 18901

2024 Expense Voucher (Please Print Clearly or Type)

Total Expenditure: \$ _____

Submission Date: _____

Amount	Code	Short Description of Expenditure

Codes: *(If you're not sure which code to use, contact the name listed to confirm)*

100	Box Office/Tickets <i>(Val Sharper)</i>
110	Buildings & Grounds <i>(G. Copestake)</i>
120	Food & Hospitality
125	Banquet
130	Fund Raising
140	General Production <i>(Jason Herbert)</i>
150	Marketing <i>(Julie Massa)</i>
160	Membership <i>(Sandy Brodsky)</i>
170	Technical Maintenance <i>(G. Copestake)</i>
180	Theater Roles <i>(Jon Knapp)</i>
190	Treasurer/Administration <i>(D. Sharper)</i>

200	Youth Workshops <i>(Jackie Parzanese)</i>
300	9 to 5
310	She Kills Monsters
320	Assassins
330	Legally Blond Jr. <i>(Jackie Parzanese)</i>
340	The 39 Steps
350	Shakespeare Event
360	Cinderella
370	Holiday Show T&C

*The Producer is responsible for the show budget

Select ONE of the following:

Vendor will send a bill: Vendor Name: _____

Check should be mailed to: Name: _____

Address: _____

Other: _____

- Receipts should only contain T&C expenses (no personal items).
- All vouchers should be submitted to the Treasurer within 2 weeks of the expenditure.
- For fastest reimbursement, submit a digital copy of the voucher and a PDF* of the receipts to tandctreasurer@gmail.com

*Adobe Scan app can be used to take a picture of your receipt and convert it into a PDF.

- Vouchers and receipts may also be mailed to the address above or placed in the T&C safe (if placed in the safe, please notify the Treasurer).

Admin use only:

Check #	
Dated	