**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**  *(Val Sharper)* |  | **200** |  **Youth Workshops** *(*Jackie Parzanese*)* |
| **110** | **Buildings & Grounds** (*G. Copestake)* |  | **300** | **9 to 5** |
| **120** |  **Food & Hospitality**  |  | **310** | **She Kills Monsters** |
| **125** |  **Banquet**  |  | **320** | **Assassins** |
| **130** |  **Fund Raising**  |  | **330** | **Legally Blond Jr.** *(*Jackie Parzanese*)* |
| **140** |  **General Production** *(*Jason Herbert) |  | **340** | **The 39 Steps** |
| **150** |  **Marketing**  *(*Julie Massa*)* |  | **350** | **Shakespeare Event** |
| **160** |  **Membership** *(Sandy Brodsky)* |  | **360** | **Cinderella** |
| **170** |  **Technical Maintenance** (*G. Copestake)* |  | **370** | **Holiday Show T&C** |
| **180** |  **Theater Roles** *(Jon Knapp)* |  |  |  |
| **190** |  **Treasurer/Administration**  *(D. Sharper)* |  |  |  |

 \*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 |   |