

VOUCHER

Instructions. You have two options:

Option A

1. Print and/or fill out PART I of this document.
2. Attach receipt(s) or bill(s).
3. Mail/deliver to the current HaSTA president for approval:
[Andrea Barnes, c/o Iolani School, 563 Kamoku Street, Honolulu, HI 96826](#)

Option B

1. Electronically fill out this form and email it to the current HaSTA president for approval:
Andrea Barnes: barnesa008@hawaii.rr.com
2. Mail/deliver all receipts to Hasta treasurer:
[Randyll Warehime, c/o Iolani School, 563 Kamoku Street, Honolulu, HI 96826.](#)

PART I—REQUESTOR

Date: _____ Requestor: _____

Email address: _____ Amount: \$ _____

Check one:

____ Request for PAYMENT to (name and address)

____ Request for REIMBURSEMENT to (name and address)

What are these expenses for (check only one and provide supporting details if needed)?

- ____ Conference (anything related to a conference)
____ Catalyst (printing, postage, etc.)
____ US Mail (bulk mail permit, PO box rental)
____ Expenses related to a board member: _____
____ OCEANIA expense (This form must be filled out by OCEANIA treasurer.)
____ Awards/gifts/sponsorships: _____
____ Other: _____

PART 2—PRESIDENT (barnesa008@hawaii.rr.com)

1. If electronic, print and fill in the information below. If printed voucher, initial the receipts and fill in the information below.

These expenses are approved for reimbursement/payment:

Amount _____ Date _____

Signature _____

2. Mail/deliver to current HaSTA treasurer:

[Randyll Warehime, c/o Iolani School, 563 Kamoku Street, Honolulu, HI 96826](#)

PART 3—TREASURER (hastatreasurer@gmail.com)

1. Issue check.
2. Record transaction.
3. Inform requestor, and cc president, that payment /reimbursement has been made.
4. Complete the information below and retain for records.

Check number _____ Amount _____

Date _____ Signature _____