

General Services Office

You can submit this voucher via email to vouchers@nyym.org
or mail to the NYYM office at 15 Rutherford Place, New York, NY 10003

OFFICE OPERATIONS

Administrative Expenses	5510-00
Office Equipment and Support	5900-00
Insurance	5520-00
Staff Travel	5540-00
Volunteer Support	5620-00
Staff Development	5630-00
Temp/Consulting Staff	5635-00

COMMUNICATIONS

SPARK	6630-00
Yearbook/Advance Report	6640-00
Other Publications	6650-00

Requested by:

Name _____ Date _____

Please attach receipts for expenses and/or minute approving the expense.

Amount: _____

Purpose/Reason:

A short description of the expense including the date and location if this was for attendance at a meeting.

Payable to:

Full name of Organization or Beneficiary

Name _____

Address _____

City/State/Zip _____

Approved by: (Name & date)

If sending voucher by email:

You do not need to get written signature.

Instead copy the approver on the email requesting a confirmation email approval.

If requestor is approver, attach a copy of the approving minute.