HOSTOS COMMUNITY COLLEGE ASSOCIATION
DISBURSEMENT VOUCHER
(for Clubs/Organizations, SGA and Media & Comm funds)

Number: __________________ Date: ______/_____/______

Payee: ___________________________________________ Amount: __________________

Club/Organization: ____________________________ Budget Approved: ____/_____/____

Budget Line (circle the appropriate line):

Clubs & Orgs Media & Comm Stud Govt Assoc

Type of Transaction (circle one):

Payment Reimbursement Advance Partial Payment

Invoice(s) #: ____________________________________

Purpose of Disbursement [be specific – include name of activity, date, item description, invoice #, etc.]:

for ______________________________________________________________________________________
___________________________________________________________________________________________

Certification

We hereby certify that the above noted expenditure is a proper and necessary charge against
the account shown and that the articles or services described have been received
or performed as specified and that quantity and quality thereof have been verified.

Signature                  Date

Person Responsible for the Activity __________________________ ____/_____/____

Faculty Advisor __________________________ ____/_____/____

For Student Activities use only

For accounting use only

Check __________ Date __________ Posted __________ Available on __________

PC __________ First Review __________ Second Review __________ PDF __________