



COLUMBIAN SQUIRES



INSTRUCTIONS FOR HOW AND WHEN TO FILL OUT AND SUBMIT STATE EXPENSE VOUCHER

1. Forms should be filled out for circle expenses involved with sponsorship and hosting of state events. Receipts are required for all items.
2. Fill in your name or circle name on your name line (this is how the check will be issued)
3. Provide dates: if they vary just say varies and we will look for them on receipts
4. Reason for expenditure: show what the event was and why it was held.
5. Sign on line where signature of applicant - if this is a circle show circle name.
6. Send form with receipts to the State Notary Squire at address on form. He will approve and sign then forward on to the State Chief Squire for his approval and signature, State Chief will send to state director for his approval and signature. The Director will forward to the State Bursar who will issue the check and send it to the State Chief for his signature, who than sends it to the Squires Director to sign and send to you.