



# BioCommunications Association, Inc.

389 Newport Avenue, Attleboro, MA 02703-5617

Email: office@bca.org

Web: www.bca.org

## Expense Voucher

Date \_\_\_\_\_

### Requester Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Payee Information (if different than above)

Make check payable to \_\_\_\_\_

Send check to \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Special instructions \_\_\_\_\_

### Accounting Information

Committee/Function \_\_\_\_\_

<i>Office use only</i>	Description of expenditure	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Total \_\_\_\_\_

Signature of requester \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Submit completed form to:

James Koepfler, FBCA – BCA Secretary/Treasurer

389 Newport Avenue, Attleboro, MA 02703-5617

sec\_treas@bca.org

Received BCA office \_\_\_\_\_

Check number \_\_\_\_\_ Date \_\_\_\_\_