



# BioCommunications Association, Inc.

220 Southwind Lane, Hillsborough, NC 27278-7907

Voice/Fax: 919-245-0906

Email: office@bca.org

Online: www.bca.org

## Expense Voucher

Date \_\_\_\_\_

### Requester Information

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 \_\_\_\_\_

Office use only	Description of expenditure	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Total \_\_\_\_\_

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

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

Submit completed form to:  
Tom Hurtgen, BCA Secretary/Treasurer  
220 Southwind Lane, Hillsborough, NC 27278-7907  
or Fax to 919-245-0906

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

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