

ILLINOIS NAWGJ Expense / Voucher Check Request

Mail to:
Sue Woloszyk
415 Horizon Drive West
Saint Charles, IL 60175
financialsuew@gmail.com

Date: _____ EMAIL _____

Check To: _____

Office USE ONLY	
Date:	Check #
Total \$	Approved

Expense Acct (For NAWGJ Use)	Description of Expense	Amount
Total Due:		\$

Receipts must be provided with this form for all Expenses and must be an **ACTUAL** receipts - no statements, packing receipts etc. You can mail or email this request but **NO PICTURES of receipts or forms are accepted. All receipts and forms submitted MUST be in PDF or JPEG format.**

Contact Sue Woloszyk, IL-NAWGJ Financial Assistant, if you have any questions regarding this form.