

**Butte Youth Soccer League  
Expense Voucher Authorization**

This form is to be completed for expenses to be reimbursed or for direct payment of vendor invoice

Person Preparing Voucher: \_\_\_\_\_ Date prepared: \_\_\_\_\_

Expense Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Payment Authorization: \_\_\_\_\_

Check # : \_\_\_\_\_