

General Services Committees and Funds

You can submit this voucher via email to vouchers@nyym.org
or mail to the NYYM office at 15 Rutherford Place, New York, NY 10003

GENERAL SERVICES COORDINATING COMMITTEE APPROVER/STEWARD		
CC General Expenses	Clerk of General Services	5117-00
NYYM Officers Expense	Clerk of General Services	5116-00
COMMITTEES APPROVER/STEWARD		
Development	Clerk of Development committee	6750-00
Sessions	Clerk of Sessions committee	6530-00
SESSIONS APPROVER/STEWARD		
Summer Sessions	Clerk of Sessions committee	6520-14
Fall/Spring Sessions	Clerk of Sessions committee	2980-14
FUNDS APPROVER/STEWARD		
Equalization Fund	Clerk of Sessions committee	2945-10
Mosher Fund	Clerk of Mosher Committee	
Program (Materials)		2915-10
Committee Expense		2915-12
Vital Meetings	General Secretary	
Program		2906-14
Admin Expense		2906-12

Requested by:
Name _____ Date _____

Please attach receipts for expenses and/or minute approving the expense.

Amount: _____

Purpose/Reason:
A short description of the expense including the date and location if this was for attendance at a meeting.

Payable to:
Full name of Organization or Beneficiary

Name _____

Address _____

City/State/Zip _____

Approved by: (Name & date)

*If sending voucher by email:
You do not need to get written signature.
Instead copy the approver on the email
requesting a confirmation email approval.
If requestor is approver, attach a copy of the
approving minute.*