

**Winchester Unitarian Players  
Expense Voucher**

Pay to the order of:

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

Phone: (home): (    )                      (day): (    )

The Amount of: \$ \_\_\_\_\_.

For expenses related to:  
(production name) \_\_\_\_\_  
(other) \_\_\_\_\_

Check One: [    ] Receipts Attached  
                  [    ] Bill to follow from vendor

*Signed:* (party named above)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*President or Producer completes below:*

TO THE TREASURER: I have determined that the expenses vouchered here are correct for the Players, and request that you issue payment to the party named above.

Budget Category: \_\_\_\_\_

Signed: \_\_\_\_\_  
(President or Producer)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### Production Categories:

- ❖ DIRECTOR'S FEE
- ❖ ROYALTY
- ❖ SCRIPTS
- ❖ PUBLICITY
- ❖ COSTUMES
- ❖ POSTAGE
- ❖ SET CONSTRUCTION
- ❖ SET DECOR
- ❖ MAKEUP
- ❖ PROPS
- ❖ LIGHTING
- ❖ SOUND
- ❖ CAST REFRESHMENTS
- ❖ CAST PARTY
- ❖ OTHER EXPENSES
- ❖ AUDIENCE REFRESHMENT EXPENSES

### General Expense Categories:

- ❖ ASSET DEPRECIATION
- ❖ GROUP EXPENSES
- ❖ ANNUAL W.U.S. DONATION
- ❖ ANNUAL MEETING EXPENSES
- ❖ N.E.T.C. PRODUCTION
- ❖ PRIOR PRODUCTION EXPENSES
- ❖ GROUP PUBLICITY EXPENSE
- ❖ OTHER EXPENSES

*Mail completed vouchers to:*

Winchester Unitarian Players  
Allan J. Eyden, Treasurer  
20 Wagon Wheel Rd.  
Winchester, MA 01890-2369

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