



SYMPHONY LEAGUE OF BEAUMONT

VOUCHER FORM

1. To be completed by the Chairman or Co-Chairman.
2. DO NOT PAY SALES TAX. SLB IS TAX-EXEMPT.
YOU CANNOT BE REIMBURSED FOR SALES TAX.
SLB Tax Exempt number is 76-0192979.
Give the vendor the Texas Tax Exemption Certificate.
3. Invoice and/or receipt MUST be attached to completed voucher for reimbursement. Please turn this form in for all purchases. Include a copy of the packing slip, printing received, etc. so correct accounting can be made. Only invoices approved by the Chairman will be processed.

4. Mail, SCAN, or deliver voucher to:

SLB-Treasurer
PO BOX 12576
Beaumont, TX 77726-2576

OR

Gayla Doucet-SBL Treasurer
5150 Oakmont DR
Beaumont, TX 77706
gdoucet1@gt.rr.com
409-899-9330/409-626-2804 cell

VOUCHER REQUEST

Date _____ Committee _____ Amount \$ _____

Budget Line Item & Description _____

PAYABLE TO _____

(mail check to) _____

ADDRESS _____

Requested by: _____

For Treasurer Purposes—Do Not Write Below This Line

GL# _____ Check# _____ Amount \$ _____ Date Issued _____ Initials _____

THE SYMPHONY LEAGUE OF BEAUMONT IS A NON-PROFIT ORGANIZATION EXEMPT FROM TEXAS SALES TAX.

OUR TAX ID #76-0192979

PO BOX 12576 Beaumont, TX 77726-2576