



## MCJJ Voucher Processing Procedure

*Morris County Chapter of Jack And Jill of America, Inc.*

1. Retrieve the reimbursement voucher from the Chapter webpage, Google Drive, or click link [Chapter Voucher Rev. 9-11-2020 Fillable PFD.pdf](#).
2. Complete the **Payee section** of the form.
  - a. If the voucher is submitted to reimburse the mother member for pre-approved out of pocket expenses, the payee is the name of the mother member.
  - b. If the voucher is submitted for a vendor check request for a pre-approved expense, the payee is the name of the vendor.
3. Complete the **Description Section** of the form.
  - a. Enter a detailed description of the disbursement (s).
  - b. Enter in the line item field the product quantity or number of people.
  - c. Enter the dollar amount for the line item and enter the total amount at the bottom of the form.

<b>Example:</b>	<b>Description</b>	<b>Line Item</b>	<b>Amount</b>
	Catering for Jack and Jill Day Event On Sept. 13, 2020	20 families or 60 people	\$1023.59

Note: In the description section, for a vendor check request, include Check Payable To Info, Check needed by date, and the address, if it needs to be mailed.

4. Complete the **Signature Section** of the form.

**The requester should forward the signed and dated voucher with receipt or invoice to their Committee Chair for processing.**

- a. The mother member must sign and date the form on the Requested by: Mother Member Line and forward to the Committee Chair.
  - b. The Committee Chair must sign and date on the APPROVED: Committee Chair line and forward to the Chapter President.
  - c. The President must sign and date on the APPROVED: President line and forward to the Treasurer.
  - d. The Treasurer must sign and date on the APPROVED: Treasurer line.
5. **Check processing:**
    - a. The Treasurer will enter a voucher #, chapter check #, check amount, and initial and date the voucher.
    - b. The Treasurer will deliver the requester's check according to the special instructions, at the mother's meeting (Post COVID-19), by mail, or coordinated meet and pick up.



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### Key Points:

- Each voucher submitted for reimbursement, must be preceded by a pre-approval from the Committee Chair or Chapter President's.
- Only one voucher submitted for receipt (s) "for the same event or activity", invoice, chapter approved subscription, or mother member reimbursement for an out of pocket expense.
- All vouchers must include a receipt (s) or invoice to be reviewed for approval by the requesters Committee Chair, Chapter President, and Chapter Treasurer.
- If the voucher is submitted with an increase, upon services being rendered, the receipt must be submitted to the treasurer to finalize the transaction and provide proof that the check was remitted to the vendor.
- *If the mother member is covering chapter approved and budgeted costs for chapter operational support subscription platforms such as Constant Contact, Zoom, Docu-Sign, WIX, etc., the order of voucher approval is initiated by the requester: Mother Member followed by the Chapter President, and Chapter Treasurer. (The Committee Chair signature line is NOT required.*
- *Please complete the **Chapter Voucher "In Kind" Donation Form** for all Committee or Activity related donations. The amounts captured for each committee or activity will actualize expenses and inform consideration for future budget needs. The form can be retrieved from the chapter website, Google Drive, or click here for the link. [Chapter Voucher \(In Kind Donation\) Rev. 9-21-2020.pdf](#)*