# SEKC INCOME VOUCHER

## Instructions:

1. **Complete the Income Voucher and attach all checks and cash**.
2. Send completed Income Voucher and monies to the **Treasurer.** Please submit voucher within 14 days of receiving them.
3. Income incurred in December must be to the Treasurer by the 20th of December. This is to facilitate year end accounting.

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**(Please Print)**

**Date: _____**

**Turned in by: _____**

| DATE | CLASSES/SEMINAR/MEMBERSHIP/OTHER | | TOTAL |
|---|---|---|---|
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| | | | |
| | | | |
| | | | |
| | | TOTAL | |

COMMENTS: _____

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