VOUCHER NO.: PAGE 1 OF ___

INCOME VOUCHER

THE NATIONAL RAILWAY HISTORICAL SOCIETY WASHINGTON, D.C. CHAPTER, INC.

SUBMITTED BY: _____

INCOME TYPE (CHECK BOX; one income type per voucher):
□ Cash/Check □ Credit Card □ Electronic Funds □ In Kind
□ Other: _____

INCOME PURPOSE:
□ Excursion □ Trip □ Charter □ Sales □ Donation
□ Banquet □ Picnic □ Other Event □ Other: _____

Event Name: _____

Event Number: _____ Event Date: _____

Treasurer/Comptroller Use Only
□□ Checking □□ Chapter Reserve
□□ Dover Harbor □□ Equipment Fund
□□ Other: _____

- For designated donations include purpose of gift in description.
- For sales tax income, include the federal or state government it was collected for (e.g. Maryland, Virginia).

ITEM #	PAYOR AND DESCRIPTION OF TRANSACTION	ACCOUNT #	AMOUNT

To be completed by submitter: ***Tax and Thank you letter sent to each donor?*** □ Yes □ No **TOTAL**:

	GENERAL NOTES	*Treasurer/Comptroller Use Only*	
		ACCOUNT	AMOUNT

SUBMITTER SIGNATURE: _____ **DATE:** _____

DEPOSIT DATE: TOTAL AMOUNT:

E-mail voucher, supporting deposit receipts, slips, and copies in PDF format to vouchers@dcnrhs.org or mail to the current Chapter Official address as listed on the contact us page on our web site.

INCOME VOUCHER ACCOUNT # CODE INFORMATION
Use of this voucher is restricted to the INCOME account number codes listed at http://www.dcnrhs.org/about-us/the-board/vouchers for the current budget year. For questions about which code to use, please contact the Treasurer. Incomplete/incorrect vouchers will be returned to the submitter.

Form INC version 03/2019