



BEA Credit Card Voucher Form (For BEA credit card purchases only)

Credit Card used: (Circle one) VISA AMERICAN EXPRESS
Name of Card Holder: _____
BEA Position: _____

Budget Category: (circle the purpose for charge) PLEASE ATTACH PAID RECEIPTS

MEA/NEA Conferences	PR	Cards and Gifts
BEA office supplies	Travel	Postage
Technology	Meeting/office Refreshments	PAC
Food	Miscellaneous	Other, please list below

OTHER:

TOTAL EXPENSE: \$ _____

SIGNATURE: _____

- Please send all receipts and vouchers to Elaine French at the BEA office, BHS Rm. B-40 for coping purposes. The original vouchers will be sent to Brain Walker, BEA Treasurer.