

**MUNCY SCHOOL DISTRICT**  
**CHECK REQUEST VOUCHER**  
*(PLEASE ATTACH ITEMIZED SUPPORT DOCUMENTATION)*

DATE: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**SECTION I**

REASON FOR REQUEST* (CHECK ALL THAT APPLY)	AMOUNT
<input type="checkbox"/> <b>EMPLOYEE REIMBURSEMENT</b> <b>(DO NOT INCLUDE MILEAGE - SEE BELOW)</b>	
<input type="checkbox"/> <b>INVOICE PAYMENT</b>	
<input type="checkbox"/> <b>OTHER</b>	
*Notes regarding reason for request:	

**SECTION II**

**FOR MILEAGE REIMBURSEMENT SEE PAGE TWO OF THIS DOCUMENT FOR DISTANCE**

DATE	# OF MILES	TRIP
		TO/REASON:
		TO/REASON:
		TO/REASON:
		TO/REASON:
		TO/REASON:
		TO/REASON:
<b>MILEAGE TOTAL</b>		X .585 PRICE PER MILE =

SECTION I & II TOTAL AMOUNT REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BUILDING ADMINISTRATOR

**MONTHLY SUBMISSION DEADLINE - FIRST MONDAY OF EACH MONTH**

**"FOR DISTRICT OFFICE USE ONLY"**

\_\_\_\_\_  
VENDOR NUMBER

\_\_\_\_\_  
BOARD SECRETARY

\_\_\_\_\_  
ACCOUNT CODE

\_\_\_\_\_  
CHECK NUMBER

**\*UNLESS OTHERWISE INDICATED, CHECK WILL BE ISSUED AFTER THE NEXT BOARD MEETING**

<u>TOWN</u>	<u>MILES (ONE WAY)</u>
ALTOONA	110
BLOOMSBURG	32
CANTON	55
CRYSTAL LAKE	28
CSIU	20
EAGLES MERE	28
GETTYSBURG	122
GRANTVILLE	94
GRANVILLE SUMMIT	53
HARRISBURG (FARM SHOW)	79
HERSHEY PARK CONV. CTR.	89
JERSEY SHORE	35
LANCASTER HOST FARMS	135
LEWISBURG	20
LOCK HAVEN	45
NEW COLUMBIA	15
MANSFIELD	68
PHILA. CTR. CITY & TOLLS	173
PITTSBURGH	215
READING	100
SCRANTON	90
SEVEN SPRINGS	205
STATE COLLEGE	82
VALLEY FORGE	161
WELLSBORO	75
WILKES BARRE	64
WILLIAMSPORT	15