



Virgin Islands  
Resource  
Conservation &  
Development  
Council, Inc.

5030 Anchor Way, Suite 2  
Christiansted, VI 00820-4692  
Phone: (340) 692-9632  
Fax: (340) 692-9607  
[www.usvircd.org](http://www.usvircd.org)

## V.I. RC&D Expenditure Voucher

1. NAME OF PERSON REQUESTING EXPENDITURE	2. CHECK PAYABLE TO	3. DATE OF REQUEST
4. TELEPHONE NUMBER	5. REQUIRED DATE	6. AMOUNT REQUESTED
7. PROJECT / ACCOUNT TO BE CHARGED	8. OBJECT CLASS CATEGORY [i.e., TRAVEL, SUPPLIES, ADVERTISING, ETC.]	
9. PURPOSE OF EXPENDITURE		
10. PROJECT MANAGERS SIGNATURE		
Expenditure requests are only to pay or reimburse business expenses directly related to those incurred on behalf of V.I. RC&D to implement its projects, including those projects for which V.I. RC&D is acting as a fiduciary. Expenditures shall be disbursed by the V.I. RC&D Treasurer. Expenditures will be charged to the individual project(s) budget, including Council or sponsored organizations' Operations, for which the expenditure was made. Expenditures greater than \$1,000 must be put out for bid.		

### *Making Things Happen!*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (tdd).



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