

NORTH CAROLINA HUMANITIES COUNCIL
FORM CCEH-2
VOUCHER (CHECK) REGISTER

Instructions for Use and Preparation of Voucher (check) Register Form CCEH-2

Please prepare this form to support and accompany the expenditure report (CCEH-1) when filing for reimbursement or reporting expenditures from a cash advance. Send to:

Director of Administration and Finance
North Carolina Humanities Council
122 North Elm Street, Suite 601
Greensboro, NC 27401

Instructions:

1. Enter in Column 2 the check number or, when and where appropriate, the journal entry number.
2. Enter in Column 4 the cost item code letter for which the expenditure is being claimed. (You will note that in Column 1 of the expenditure report, each cost item is preceded by an identifying letter. For example, "a" is the code letter for salaries; "d" is for stipends for speakers, etc.)

If you made allowance in your budget to pay speakers' travel expenses in addition to their honoraria, please show these amounts separately on this form. If one check was issued to cover both, simply designate that portion which went to stipends (code d) and that which went to travel (code f). Do not list together and designate d/f.

