



Monthly Nurse Voucher Instructions

1. Open the Nurse Voucher and save it as a Word document.
2. Each month open the Word document, enter the information for the month, and save it as a separate file – such as Voucher922 for September 2022.
3. Submit all information electronically – **handwritten copies will no longer be accepted.**
4. Email the monthly voucher to Amanda McLain (amclain@cdow.org) or Fax to Amanda at 302-573-6945 in the Catholic Schools Office.
5. Vouchers need to be received at the Catholic Schools Office by the 5th of every month.
6. Nurses in Maryland schools: Please complete the right side of the page each month and forward to Amanda McLain.

We collect as much information as possible in order to show what a difference nurses make in our schools.