



EXPENSE VOUCHER



Please allow up to 14 days to receive your check after the voucher is placed in the PTA Treasurer's folder (located in the school office - last mailbox - lower right corner). Receipts are required in order to receive reimbursement. Thank you!

Date: _____

Name (printed): _____

Committee requesting the check: _____

Description of expense: _____

Total Amount: _____

Check payable to: _____

Signature: _____ Date: _____

Executive member Approval: _____ Date: _____

Treasurer Approval: _____ Date: _____

Treasurer's use: Check # _____ Date Paid ____/____/____

Discrepancies, if any: _____ Date: _____

Budget Code: _____ Description: _____

Other: _____