

PTA EXPENSE VOUCHER

Check #: _____ Date paid: _____ Treasurer Initials: _____
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Date	Committee	Event	Items/Explanation	Amount
Sample	Hospitality	Open House/	Milk and Cookies	\$15.26

Total Amount:

Check payable to: _____
(Please Print)

Signature: _____ Date: _____

Please mail check to: _____

In order to maintain accurate records, this voucher form must be completed for each PTA expense. All receipts must be attached and returned to me as soon as possible.

PTA Treasurer

Additional Comments: _____
