Check # :	
Date Paid:	
Treasurer Only	

Parmalee Elementary PTA
EXPENSE VOUCHER
2018-2019 School Year

Budget OK	
Receipts OK	
Treasurer Only	

If over budget, PTA President signature required: _____

DATE	COMMITTEE	ITEMS/EXPLANATION	AMOUNT

Check payable to: _____ Total Amount $ -

(Please Print)

Signature of person requesting reimbursement: _____

(If not committee chair, check box to indicate chair approval was given for purchase) ☐

Deliver to: _____ or mail to: _____

(Please Print)

_____

Additional Comments: _____

_____

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

Parmalee Elementary PTA Treasurer: **Jessica Weed**
ptaparmalee@gmail.com