Homestead Elementary PTA

Expense Voucher

1. Please complete the top portion of this form.
2. Original receipts, invoices or contracts must be attached in order to receive reimbursement or payment. Attach receipts to back of voucher in upper right corner.
3. Describe the purpose of the items purchased.
4. Please forward the completed voucher, with receipts attached, to the PTA mailbox located in the main office. If you need further assistance in completing this form, please contact the PTA Treasurer.

☐ Reimbursement/Payment ☐ Account Debit Check appropriate box.

Date of Request: _____

Submitted By: _____ Make Check Payable To: _____
Contact email: _____ Forward Check To: _____
Contact Phone: _____ Committee/Budget Account: _____

Itemized expenses (Receipts must be attached!):	**Amount:**
Total:	$

For Treasurer's Use Only:

Names of Officers who signed the check:

_____
(Treasurer)

_____
(Vice President or Secretary)

Voucher # _____
Check # _____
Date Paid: _____
Date Entered into General Ledger: _____
Date Entered into Budget: _____
Budget Category: E-