Homestead PTA
Expense Voucher

Date : _____ **Make check payable to :** _____

Forward check to : _____

Committee / Budget Account : _____

Itemized expenses (Receipt must be attached!) :	**Amount :**

TOTAL _____

Please forward this 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.

FOR EXECUTIVE COMMITTEE USE ONLY :

Names of officers who signed the check :

Signature of Treasurer : _____

Signature of President : _____

Voucher # _____

Check # _____

Date : _____