

O'Dea PTA
EXPENSE VOUCHER/CHECK REQUEST
20__-20__ SCHOOL YEAR

Budget OK _____
Receipts OK _____

In order to maintain accurate records, this voucher form must be completed for each PTA expense. All receipts (or photo copies of receipts) must be attached and returned to the PTA Treasurer or the PTA mailbox as soon as possible. Thank you!

Date	Account	Items/Explanation	Amount

Check payable to: _____ Total Amount: _____

(Please Print)

Signature of person requesting reimbursement: _____

Deliver via school: _____ or mail to: _____

Additional Comments: _____

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 Check number: _____

(If over budget amount, approved by:)

Date paid: _____

PTA President