

# Pinchbeck Elementary PTA Expense Voucher

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Date: \_\_\_\_\_

Total Amount: \$\_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Explanation of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expense to Budget Category: \_\_\_\_\_

Check to be Written By (date): \_\_\_\_\_

Submitted By (your name): \_\_\_\_\_

\*Authorization By Chairperson: (required for reimbursement)

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_

*\*Needs to be signed by the Budget owner as reported on the budget detail sheet in Treasurer's folder. You can submit expenses and authorize if you are a budget owner.*

**PLEASE staple all receipts to the BACK of this form.**

**Make a copy for your records.**

NOTE: All disbursements must be for items on the approved operating budget or must be approved by the PTA Executive Board. Committee chairpersons must authorize disbursements from their respective budget category if someone other than the committee chairperson makes the request. The approval must be made known to the treasury before the disbursement can be made.

***For Treasurer's Use Only:***

Check #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_