



EXPENSE REPORT

Submitted by		Voucher # (office use only)	
Check payee			
Please check one:	<input type="checkbox"/> Reimbursement	<input type="checkbox"/> Check Request	

Committee / Project	
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Explanation:	Amount
	\$
TOTAL: \$	

Please attach all receipts to this form and place in the PTA treasurer box in the school office.

If receipts are missing, please provide all pertinent information, such as date, amount and description.

All reimbursement checks will be placed in the PTA Outgoing Checks slot in the school office.

Please note: When shopping for supplies for your event, please take along a copy of the Not-for-Profit Tax Exempt letter. This letter allows you to purchase items without paying sales tax. The PTA does NOT reimburse taxes paid.

Treasurer Signature