



**EXPENSE REPORT**

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

<b>Committee / Project</b>	
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Explanation:	Amount
	\$
<b>TOTAL: \$</b>	

*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.**

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Treasurer Signature