

MARION JORDAN PTA
EXPENSE VOUCHER

For reimbursement of expenses complete the following and return to PTA President for approval. You may also put in PTA workroom President Folder. Expenses should be submitted as incurred and no later than 2 weeks after your event.

Date: _____ Submitted by Name & Phone #: _____

Check Total Amount: _____

Check payable to: _____

Name of line item from posted budget: _____

Itemized expenses: _____

- Check is to be mailed. Please include a self-address, stamped envelope.
- Check is to go in committee folder in PTA workroom.

Committee Chairperson Signature _____

PTA President Signature _____

For Treasurer's use only

Check # _____ Date _____