

Marion Jordan PTA
Expense Voucher

*Always use your Illinois PTA SalesTax Exemption letter when purchasing items for the PTA.
Sales Tax will not be reimbursed.*

For reimbursement of expenses complete the following, attach receipts and place in Treasurer's folder.

Committee *(as listed in Budget)* _____

Purpose _____

Submitted by *(your name)* _____

Committee Chairperson signature _____

PTA President signature _____

For Treasurer's use only: Check # _____ Date _____ Amount \$ _____

Make check payable to _____ Amount \$ _____
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Checks will be placed in the appropriate committee folder. If you would like your check mailed to you, please include a self-addressed, stamped envelope.

2006/2007

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