

WISDOM LANE MIDDLE SCHOOL PTA

EXPENSE VOUCHER

Date: _____

NAME: _____

ADDRESS: _____

Telephone #: _____

Check# _____ \$ _____

Treasurer's Initials/Date Check Issued

MAKE CHECK PAYABLE TO: _____

Expense incurred as: Officer _____ Chairman _____ Other _____

Special Project: _____

(Such as Conference, Workshop, Convention, etc.)

DATE	TYPE OF EXPENSE	EVENT/PURPOSE	AMOUNT
	SUPPLIES		
	POSTAGE		
	PRINTING		
	OTHER		
	OTHER		
	OTHER		

TOTAL _____

SIGNATURE: _____ DATE: _____

PRESIDENT/1st VP SIGNATURE: _____

Attach ALL bills and/or receipts to white copy.

Vouchers must be submitted to the Treasurer immediately, but no later than 60 days after expense is incurred. Expenses pertaining to a particular conference/workshop is to be submitted within two weeks after the event.

Please submit 2 copies, one for the Treasurer, one for your files.