

# PTA EXPENSE VOUCHER

Make check payable to: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Return check to: \_\_\_\_\_

Please attach all receipts and invoices

Purchased items	Event/Purpose	Amount

For treasurer 's use only

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Entered: \_\_\_\_\_

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