



**Christa McAuliffe PTSA
PAYMENT/EXPENSE VOUCHER**

All requests for payment or reimbursement must be submitted in writing to the PTSA Treasurer. Receipts and/or invoices must accompany the completed Payment/Expense Voucher form before reimbursement checks will be issued. Please place receipts/invoices along with the completed Voucher form in the PTSA Treasurer's mailbox.

All PTSA reimbursement checks require two signatures. Please allow enough time when planning purchases, reimbursement, etc. Voucher forms will be picked up from the Treasurer's mailbox and reimbursement checks will be issued weekly. If there is an immediate need for payment/reimbursement, please contact the PTSA Treasurer or PTSA President directly.

Amount:	Date:
Activity/Event Charged:	
Contact Person (Committee Chair):	
Description of Expense:	

Payee(Company/Individual) Individual Name:
Address:
Phone Number:

If Different from Payee
Your Name:
Your Phone Number:

TREASURER USE ONLY

Date Check Issued:	Check Number:
Check Amount:	Payment Delivery: