

2010-2011

Ralph R Smith PTA

Expense Voucher

Your Name _____ Phone _____

Date Submitted _____

Event _____

Budget Category _____

Explanation of expense _____

Please choose one (circle):

Included in annual budget YES or Approved at meeting (date _____) YES

Check Payable to _____

Amount \$ _____

Receipts Attached (circle one) YES NO

If no receipts please explain below:

For Treasurer's Use Only:

Category _____ Dated _____ Amount \$ _____ Check # _____

Logged _____