

# Spring Brook PTA Voucher/Expense Form

Amount of payment \$ \_\_\_\_\_ Date requested \_\_\_\_\_  
PTA can not reimburse sales tax

Requested by \_\_\_\_\_  
Is this expense within budget? Yes No (Circle one)

Check payable to \_\_\_\_\_  
Name \_\_\_\_\_  
Address City/State Zip

Payment is for \_\_\_\_\_

PTA Committee and Expense Account to be charged to: \_\_\_\_\_

2 Board Member Approvals \_\_\_\_\_  
Must be signed by two PTA Board Members

**Must be submitted with all RECEIPTS, INVOICES, NOTES, ETC in order for PTA Treasurer to verify proper payment.**

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To be completed by Treasurer

Date paid \_\_\_\_\_ Check No. \_\_\_\_\_  
Amount \_\_\_\_\_ Date Mailed \_\_\_\_\_

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