

# WHS PTA VOUCHER FORM

(Fill out and forward to PTA President for approval with bills or receipts attached)

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Payee: \_\_\_\_\_ Date: \_\_\_\_\_

Committee: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date	Expense (explain/itemize: program, project, conference, materials, etc.)	Amount Requested

Approved by PTA President \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_