

PTA EXPENSE VOUCHERS

An expense voucher system provides your local unit with a simple financial record-keeping procedure for disbursements that is easy to follow and understand. Using an expense voucher is a simple method of authorizing the treasurer to issue payment within the adopted budget. Just as there is a receipt for all monies received, there should be an expense voucher for each check written.

The audit committee will find it advantageous to have expense vouchers, as well as all receipts, to verify disbursements and income.

Date _____ Amount _____

Payable to _____

Budgeted Line Items

Itemized Expenditures

Signature of Person Requesting Reimbursement

Signature of Committee Chair,
President and/or Budget & Finance Chairman

Return check to _____
(If check is to be mailed, include mailing address.)

Attach all receipts and invoices.

For Treasurer's use only

Check # _____ Date _____