

For Treasurer Use Only

Date Received _____

Date Check Issued _____

Check # _____

Amount \$ _____

Expense Budget Line _____

Hillside Grade School PTA Expense Form

Date _____

Name of person submitting report _____

Phone Number _____

Make check payable to _____

Address (if check is to be mailed) _____

Expense incurred as: Officer _____ Chairperson _____ Committee Member _____

DATE	TYPE OF EXPENSE (DECORATIONS, FOOD, PRIZES, ETC...)	COMMITTEE/EVENT	AMOUNT
			\$
			\$
			\$
			\$
			\$
Total amount due \$			_____

Signature of person submitting report _____

Signature of Treasurer _____

Signature of 2nd signer _____

**** Please attach all invoices and/or receipts to this form. ****

Vouchers must be submitted to the Treasurer immediately, but no later than 60 days after the expense is incurred. Expenses pertaining to a particular conference/workshop are to be submitted within two weeks of the event. Please submit 2 copies - one for the Treasurer and one for your files.