

Expense Voucher Procedures

1. Please complete all of the information requested including:
 - a. Date and total amount of expense
 - b. Explanation of Expense
 - c. Expense to Budget Category (budget line item to which the expense should be charged)
 - d. Check to be Written By (date) (if there is a deadline for this expense to be paid)
 - e. Submitted by (your name)
 - f. Chair Authorization (have the chairperson print and sign their name)

2. Attach all receipts and/or paperwork.

3. You may submit this directly to the Treasurer or place in the Treasurer's folder in the PTA box in the copy room of main office.

4. Checks will be written, signed by two officers, and returned to the person who submitted the request. If the check is for a third party (Innesbrook wrapping, Scholastic Book Club, etc.) the person making the request is responsible for mailing that payment (not the Treasurer). Please keep a copy of any paperwork that needs to be submitted with the payment. The Treasurer will keep all receipts and paperwork submitted with the expense voucher and only return the signed check. Mailing stamps will be provided by the Treasurer upon request.