

YORK PTSA EXPENSE VOUCHER

Instructions:

Receipt or proof of purchase of expenditure must be attached. Two signatures are required for payment: The individual requesting the payment and the signature of either the President or Treasurer as the "Approver". Submit to Treasurer for payment.

Date: _____ Amount: _____

Payee: _____

Purpose: _____

Budget Line Item: _____

Requested By: _____ Approved By: _____
(Signature) (Signature of Treasurer or President)

(Title)

(Title)

Return Check To: _____

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

For Treasurer's Use Only:

Check #: _____

Date Check Issued: _____