

## York PTSA Expense Voucher

Please make a photocopy of your receipt/receipts, combine on one sheet if possible. Fill out form by downloading then right click to add text on blank line or print and fill out. Email receipt sheet and form to Treasurer. Discuss with Treasurer if you would like reimbursement by check or Venmo.

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

Purpose: \_\_\_\_\_

\_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_

(Name)

(Signature of Treasurer or President)

\_\_\_\_\_

\_\_\_\_\_

(Title)

(Title)

Return Check To: \_\_\_\_\_

### For Treasurer's Use Only:

Check # \_\_\_\_\_

Date of Payment \_\_\_\_\_

Venmo \_\_\_\_\_

ACH or EFT \_\_\_\_\_

Credit Card \_\_\_\_\_