Old Mill Road PTA

Expense Voucher

- Please verify all charges on a receipt, and confirm that all goods received and/or services rendered are acceptable.
- Any and/all available receipts or bills should be attached to the back of this completed voucher. **Reimbursement will not be made without receipts.**
- Vouchers to yourself and other volunteers should be submitted **within one week** after the expense has been incurred.
- Vouchers for payments directly to a vendor (pertaining to a particular event) must be submitted one week after the expense is incurred.
- If a check is needed in advance, complete an expense voucher and forward to the **Treasurer at least 48 hours ahead of time.**
- Deadline for all expenses is June 15.
- Submit vouchers to PTA Treasurer or leave in PTA mailbox outside front office.

Christina Kublo
Cell: 516-946-9175
Email: TreasurerOMRpta@gmail.com

NOTE: The PTA is tax-exempt. Please provide vendor with tax-exempt form so you will not be charged sales tax. **Any sales tax paid will not be reimbursed.**

Check Payable to: _____

Mailing Address:_____

_____

Item	Purpose of Expenditure	Amount

Submitted by PTA Member:

_____ _____ _____

Print name *Signature* *Date*

_____

Phone #

Treasurer Use Only

Check #_____ $_____ Date issued: _____ Charged to: _____

Treasurer Initials: _____ President/VP Initials: _____