

# Expense Voucher

BIRCH LANE PTA

*For Treasurer's Use Only*

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

Today's Date \_\_\_\_\_

Date Issued \_\_\_\_\_

MAKE CHECK PAYABLE TO \_\_\_\_\_

ADDRESS \_\_\_\_\_

(If to be mailed to recipient)

<u>REASONS FOR EXPENSE</u>	<u>DATE</u>	<u>BUDGET CATEGORY</u>	<u>AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL EXPENSES \$ \_\_\_\_\_

AUTHORIZATION \_\_\_\_\_  
(PRESIDENT)

\_\_\_\_\_  
(SECRETARY)

Vouchers can be used in place of a warrant and serve the same purpose. You can use this sample or make up your own. Vouchers like warrants MUST be signed by the president and secretary.