

HARPER PTO EXPENSE VOUCHER

You may mail completed expense vouchers and receipts to the treasurer, place them in the Treasurer's file in the PTO box at Harper or bring them to the monthly PTO meetings.

	Items Purchased	Date	Committee to be charged	Amount
1		/ /		\$
2		/ /		\$
3		/ /		\$
4		/ /		\$
			Total	\$

No checks will be issued without receipts
No sales tax will be reimbursed

Date submitted:	/ /	Date check needed:	/ /
Submitted by:			
Phone number:			
Email address:			

Make check payable to:	
Address	
City, State, Zip	
Phone	

_____ Place check in the _____ PTO folder at Harper.
 _____ Call / email submitter when check is ready for pickup.
 _____ Mail check to vendor
 _____ Other, _____

PTO Board Representative Approval (two signatures required for \$1,000 or more)

Approval _____

Approval _____

Treasurer

Annie O'Brien
 2204 Thornwood
 Wilmette, IL 60091
 847.251.0846 (home)
 847.271.0707 (cell)
 anniebrien@sbcglobal.net

To be completed by Treasurer:

Amount Paid: _____
 Check # _____
 Check Date _____
 Account _____