

HARPER PTO EXPENSE VOUCHER

Item Purchased	Date	PTO Committee	Amt (\$) w/out sales tax	Receipt Attached?
		Total		

No checks will be issued without receipts. No sales tax will be reimbursed (except Costco)

Date Submitted:	
Submitted By:	
Date Check is Due:	
Email Address:	
Phone Number:	

Make Check Payable To:

Name:	
Address:	
Phone:	

Mail to Vendor
 Leave at Harper Office
 Email when ready to pick up

PTO Exec Board Approval:

- One Exec Board Member signature required for checks < \$1,000
- Two Exec Board Member signatures required for checks > \$1,000

See <http://www.harperpto.com/committeechairsexecutive-board/> for 21/22 PTO Exec Board Members

Exec Board Member Signature 1 and Date	
Exec Board Member Signature 2 (if needed) and Date	

Please place completed voucher and receipts in PTO Treasurer Folder in the Harper Office or mail to Marni Sheehan – 2414 Greenwood Ave, Wilmette IL 60091 (marnisheehan@gmail.com / 773-425-5731)

Treasurer Use Only:

Amount Paid	
Check No	
Check Date	
Account	