

**Burr Elementary School PTA
2018-2019 Expense Payment Voucher for Burr Staff**

Thank you for submitting your expenses. In order to expedite your request, please:

- Complete all information requested below within 30 days of incurring expense.
- Staple supporting documentation to form (receipts, invoices, contracts etc.).
- Have your request approved by the principal, Jason Bluestein.
- Submit form to PTA Treasurer, Erin Morris, in Treasurer's box beside the front office. This can also be mailed directly to Treasurer's home – please see school directory.
- Questions? Contact Erin Morris (burrptatreasurer@gmail.com)

Date: _____ Amount: \$ _____

Purpose/Description: _____

Payable to: _____

Preferred Check Delivery Method: (indicate preference)

mail to this address: _____

put in school mailbox _____

Requested by: _____

Phone: _____ E-mail: _____

Approvals: _____ (Principal)

_____ (Treasurer)

To be completed by Treasurer:

Budget Category: _____

Date of Check: _____

Check Number: _____

Amount of Check: _____

Last Edit: 7/24/2018