

Riverton PTO

info@rivertonpto.com

VOUCHER FOR PAYMENT

This completed form should be placed in the PTO mailbox at Riverton School.

Name: _____

Nature of Expense: _____

Amount: _____

Committee: _____

Date funds are needed: _____

Please Check One:

_____ Receipt is attached – please reimburse me/ the person named above

_____ Bill is attached/ bill will be sent – please pay vendor directly

_____ Other:

Signature Date

For Treasurer's use:

Date paid: _____

Check No.: _____