

**Burr Elementary School PTA
2019-2020 Expense Payment Voucher**

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.).
- The Burr PTA is exempt from sales tax. Please obtain a Tax Exempt Certificate from the Treasurer to ensure that sales tax is not billed on this transaction.
- Have your request approved by the Committee Chair (if request is over \$200, PTA President or PTA President Elect must also approve). If there is NO committee chair, have VP sign.
- Submit form to PTA Treasurer, Sharon Henkel, in Treasurer's box beside the front office. This can also be mailed directly to Treasurer's home – please see school directory.
- Questions? Contact Sharon Henkel (burrptatreasurer@gmail.com)

Date: _____ **Amount:** \$ _____

Purpose/Description: _____

Payable to: _____

Preferred Check Delivery Method: (indicate preference):

o mail to this address: _____

o send through school backpack to: _____ in class: _____

Requested by: _____

Committee Name/Budget: _____

Item: _____

Phone: _____ Email: _____

Approvals:

VP Or Committee Chair _____

President/Pres. Elect (if over \$200) _____

Treasurer _____

To be completed by Treasurer:

Budget Category: _____

Date of Check: _____

Check Number: _____

Amount of Check: _____