

**Burr Elementary School PTA
2017-2018 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, Suzanne LaBella (PTA President) or Charlotte Vinci (PTA President Elect) must also approve). If there is NO committee chair, have VP sign.
- Submit form to PTA Treasurer, Kelly Mitchell, in Treasurer's box beside the front office. This can also be mailed directly to Treasurer's home – please see school directory.
- Questions? Contact Kelly Mitchell (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)
_____ (Over \$200, President/Pres. Elect)
_____ (Treasurer)

To be completed by Treasurer:
Budget Category: _____
Date of Check: _____
Check Number: _____
Amount of Check: _____

Last Edit: 8/15/2017