

**Burr Elementary School PTA
2019-2020 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, 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)

- mail to this address: _____
- put in school mailbox _____

Requested by: _____

Phone: _____ E-mail: _____

Approvals:

Principal _____

PTA Treasurer _____

To be completed by PTA Treasurer:

Budget Category: _____

Date of Check: _____

Check Number: _____

Amount of Check: _____