

2017-2018 (July 1, 2017-June 30, 2018) PTA Expense Form

Instructions:

1. This form must be completed for all vendors invoices you wish to have paid and/or for all expenditures for which you want to be reimbursed
2. Original copies of vendor invoices should be sent to the chair of the event or appropriate PTA Vice-President, not the treasurer, for approval.
3. After approving a vendor invoice/expenditure, place this completed, signed form and its associated receipts in the PTA Treasurer box in the office.
4. If there are multiple categories that apply to a single invoice or receipt, please indicate appropriate amount beside each category.

Please make Payable to: _____

Check to be mailed to: _____

EXPENSE FOR	DESCRIPTION	COST		EXPENSE FOR	DESCRIPTION	COST
Raffle Prizes	Winners			Hospitality	Teacher Luncheons	
	Pizza Party				PTA meeting coffee	
	Kids Prizes				Other	
Walk-A-Thon	Prizes			Auction	Game at Live event	
	T-shirts				Invitations	
	Food/Supplies				Postage	
					Decorations	
Technology Fund	Website				Food/Beverage	
	Technology				Linens	
					Audio/Visual	
Staffing					Staff/Tips	
Office Supplies	Copiers				Music	
	Teacher Supply Fund				Auctioneer	
	Office Supplies				Computer/Online Services	
Arts Partnership				PTA Administration	Audit/Tax	
					Discretionary	
Clubs	National Honor Society				Gifts	
					Insurance	
Sports	Basketball				Office Supplies	
	Soccer				Postage	
	Volleyball				Printing	
	Referees				Credit Card Fees	
	Transportation					
				Family Fun Fest	Equipment Rentals	
Community Service					Decorations	
					Supplies	
Speaker Series						
8th Grade	Reception			Giving Tree	Teacher Reimbursement	
	Dance					
Kindergarten Picnic	Food					
	Supplies					
Holiday Party	Food					
	Decorations			TOTAL:		

APPROVED BY: _____

DATE: _____