

Unqua Elementary School PTA

Expense Voucher

Request for Payment

This form is to be used to request reimbursement for expenses paid on behalf of the Unqua PTA or to request direct payment to a vendor for an Unqua PTA expense. Please attach all documentation, i.e. original invoices or receipts showing payments made, to this Request for Payment. Committee Chairperson must sign below.

The Unqua PTA is a Tax Exempt Organization. A copy of the Tax Exempt Organization Certification is available from the PTA Treasurer.

Make check payable to: _____

Phone # : _____

Amount: _____

<u><i>Committee or Type of Expense</i></u>	<u><i>Amount</i></u>
Total Expenses	\$

Committee Chairperson: _____

Date: _____

Phone Number: _____

Check #: _____

Check date: _____