

**NWSC of PTA/PTSA's
Expense Voucher
20__ - 20__**

Please fill in all except treasurer's bottom portion.

Amount \$: _____ Date Requested: _____

Check Payable to: _____

Requested by & Phone #: _____

Committee: _____

Send to: _____

(Either your address, home school, or other instructions)

Itemize Your Expenses:

*****Attach All Receipts*****
For Treasurer's Use Only

Check #: _____

Date: _____

Treasurer's Signature: _____

President's Signature: _____
(or other Officer)