

HIGHCREST PTO EXPENSE VOUCHER

You may email or mail completed Expense Vouchers & receipts to the Asst Treasurer or drop off at their house
 If you leave in the Treasurer's mailbox at the school, please email the Asst Treasurer to let them know it is there

| | Items Purchased | Date | Committee to be charged | Amount |
|---|-----------------|------|-------------------------|--------|
| 1 | | / / | | \$ |
| 2 | | / / | | \$ |
| 3 | | / / | | \$ |
| 4 | | / / | | \$ |
| | | | Total | \$ |

No checks will be issued without receipts

No sales tax will be reimbursed

Submit at least one week before you need the check

| | | | |
|------------------------|-----|---------------------------|-----|
| Date submitted: | / / | Date check needed: | / / |
| Submitted by: | | | |
| Phone number: | | | |
| Email address: | | | |

| | |
|-------------------------------|--|
| Make check payable to: | |
| Address | |
| City, State, Zip | |
| Phone | |

_____ Call / email submitter when check is ready for pickup.

_____ Mail check to vendor / recipient

_____ Other _____

Required PTO Board Member Signatures

- All Expense Vouchers require at least one PTO Board Member signature
 - Board Members (including Committee Chairs) may sign for themselves
 - Others (such as teachers, etc.) must obtain a Committee Chair / Board Member approval signature
- Expense Vouchers exceeding \$1000 require a second signature with approval from a PTO Executive Board Member

Signature

#1:(Required for all)

Signature

#2:(Required if > \$1000)

Assistant Treasurer

Jenny Throm

Email directly to: thromsilver@comcast.net

Please also cc: assist-treasurer@highcrestpto.org