



Ck# _____

WANAQUE SCHOOL PTA CHECK DISBURSEMENT VOUCHER

Today's Date: _____ Check Amount: \$ _____

Requested by: _____

Phone # _____ Committee: _____

Check Payable to: _____

Reason for Check: _____

Special Instructions: _____

Date Check Needed: _____

PTA President Approval: _____

THANK YOU!

"This expense voucher must be submitted to the treasurer within 30 days of the expense with all receipts/invoices attached.

Reimbursement amount does NOT include tax. WSPTA is a tax exempt organization. Therefore please make sure to obtain a copy of our tax exemption form PRIOR to making purchases.