

Plainview-Old Bethpage JFK High School PTA

EXPENSE VOUCHER

Treasurer: Eileen Chasan
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 13 Vernon Street
 Plainview, NY 11803
 516-647-0755

CHECK #		
AMOUNT:		\$
DATE:		
CATEGORY:		

NAME: _____

EMAIL: _____

TEL: _____

CHECK PAYABLE TO: _____

Expense incurred as: (check one)
 Officer: _____ OR Chairperson: _____

Purpose: _____
 (Ex: fundraiser, workshop, conference, etc.)

DATE:	TYPE OF EVENT:	AMOUNT:

TOTAL: \$ _____

SIGNATURE: _____
 (PERSON SUBMITTING)

DATE: _____

please attach all bills and receipts to this voucher