

**Signal Hill PTA
Expense Form**

Submitted by _____ Date: _____
Phone Number _____

Merchant name	Type of items	Amount	Receipt

PTA President approval: _____

Check payable to you? Yes or No

No. Please pay: _____

Can we send check home in child's backpack? Yes or No

Yes = Child's name & class _____

Note = Look for envelope with check in PTA drawer in approximately two weeks

Committee/Event: _____ Date of check: _____ Check # _____

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