

WEST HOLLOW MIDDLE SCHOOL PTA
EXPENSE VOUCHER/CHECK REQUEST FORM

To expedite the process, PLEASE note that appropriate documentation MUST accompany this form or a reimbursement cannot be issued. REMINDER to please use Tax Exempt forms. Thank you.

DATE: _____

REQUESTED BY: (PRINT) _____

(SIGN) _____

POSITION: _____

PHONE: _____

PURPOSE: _____

CHECK PAYABLE TO: _____

AMOUNT: _____ CHECK NUMBER: _____

TREASURER SIGNATURE: _____

APPROVED BY PRESIDENT SIGNATURE: _____

BUDGET LINE ITEM: _____