



# HHH HSE PTSA 2019-2020

## Check Request Voucher

Date: \_\_\_\_\_

Check # \_\_\_\_\_

**Original receipt must be attached to receive payment.**

**Request must be submitted within 30 days of receipt date.**

Amount to be paid: \$ \_\_\_\_\_ Check Payable To: \_\_\_\_\_

Category of Expense (EVENT): \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Approved by President: \_\_\_\_\_

### **Category of Expense**

Administrative Expenses

Bank Fees

Building Beautification

Executive Committee- Installation, etc

Gifts- Holiday, End of Year, etc

HHH PTA Council- Dues, Legislation, etc

Hospitality

Membership

Photo Day

Safe Halloween

Senior Breakfast

Staff Luncheon- Back to School/End of Year

Training- Suffolk, NYS, etc

Yearbook & Journal Ads

Arts In Education

Boutiques/PNO- Holiday, Mother's Day

Concession

Founders Day- Basket/Journal Ad

Graduation- Flowers, T-Shirts, Balloons, etc

Homecoming- Flowers, Crown, Sashes, etc

Insurance

Miscellaneous

Reflections

Scholarships

Spirit Wear

Student Give Back- Pens, etc

Unity Fair