



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: \_\_\_\_\_

**THANK YOU!**

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"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.

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