

Thoreau Middle School PTA
Expense Voucher/Check Request

REQUEST

Check Payable to: _____
Check Amount: _____
Purpose/Program: _____
Submitted by: _____
Date Submitted: _____

APPROVAL

Authorized Signature: _____
Project: _____

Attach all receipts – this is required for payment.

Submit to PTA Treasurer Promptly

Check No: _____
Date Issued: _____