

**Thoreau Middle School PTA**  
Expense Voucher/Check Request

**REQUEST**

Check Payable to: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Purpose/Program: \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

**PTA BOARD APPROVAL**

Auth. Signature: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Attach all receipts – this is required for payment and must be submitted with request.

Submit to PTA Treasurer promptly. You may drop off in the Thoreau Main Office in the PTA box or submit via email: [treasurer@thoreapta.org](mailto:treasurer@thoreapta.org).

Check will be mailed to your home. Please provide the address:

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Check No: \_\_\_\_\_

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