

Romona PTA Expense Voucher

1) Committee _____

2) Amount _____

3) Check payable to _____

4) V.P. signature _____

5) Chairperson signature _____

6) **Staple receipt or invoice to this form (you will not get this back – so make a copy if you need one).**

Place this completed voucher in the Completed Vouchers envelope in the Treasurer's In-box in the school office.

You may pick up your check from the Check Retrieval envelope, also in the Treasurer's In-box.

Note: We will pick up check requests on Friday afternoon, and have them ready for pick-up by the first part of the next week. If the check is an emergency please let us know at jackie.pta@gmail.com or call Jackie - 312-927-8300.

Send questions to: romonaptatreasurer@yahoo.com

To be completed by the Treasurer:

Treasurer: _____

Voucher#: _____