

**Garden City PTA  
Expense Voucher  
Fiscal 2010-2011**

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

1. Please verify all charges on a receipt, and confirm that all goods received and/or services rendered are acceptable.
2. Any and all available receipts or bills should be attached to the back of this completed voucher.  
**Reimbursement will not be made without receipts.**
3. Vouchers to yourself and other volunteers should be submitted as soon as possible after the expense has been incurred.
4. Vouchers for payments directly to a vendor (pertaining to a particular event) must be submitted within one week after the expense is incurred.
5. If a check is needed in advance, complete an expense voucher and forward to the Treasurer at least 48 hours ahead of time.
6. Vouchers cannot be processed after July 31<sup>st</sup> of each fiscal year for the fiscal year that just ended.
7. Send vouchers to: Garden City Treasurer:

**Michelle Kaiserman**  
92 Second Street  
Home: 741-1641  
Email: [mbjk@optonline.net](mailto:mbjk@optonline.net)

**Note: the PTA is tax-exempt. Please provide vendor with tax-exempt form so you will not be charged sales tax. Any Tax paid will NOT be reimbursed.**

**Check Payable To** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

<b>Submitted by:</b>		
	<i>Print Name</i>	<i>Signature</i>
<b>PTA Board Position</b>		<b>School</b> _____
<b>Approval of Exec. Bd. Chair or Director</b>		
	<i>Signature</i>	

Item	Purpose of Expenditure	Amount
<b>Totals</b>		<b>\$</b>

<b>Treasurer Use Only:</b>	
Approval of President or Pres-Elect: _____	
Treasurer	Check Date _____ Check # _____ Check \$ _____
	Bank Account: __ General __ Membership __ Dinner __ P&SW __ Grants
	Charged to: _____