

Old Mill Road PTA  
**Expense Voucher**

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 **within one week** after the expense has been incurred.
4. Vouchers for payments directly to a vendor (pertaining to a particular event) must be submitted 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. Deadline for all expenses is June 15.
7. Submit Vouchers to PTA Treasurer or leave in PTA mailbox outside front office.

Sandra Schwartz

516-382-4507

Email: [TreasurerOMRpta@gmail.com](mailto:TreasurerOMRpta@gmail.com)

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

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

| Item | Purpose of Expenditure | Amount |
|------|------------------------|--------|
|      |                        |        |
|      |                        |        |
|      |                        |        |
|      |                        |        |

Submitted by PTA Member:

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #

**Treasurer Use Only**

Check # \_\_\_\_\_ \$ \_\_\_\_\_ Date issued: \_\_\_\_\_ Charged to: \_\_\_\_\_

Treasurer Initials: \_\_\_\_\_ President/VP Initials: \_\_\_\_\_