

Lester PTA Expense Voucher

Requested By: _____ Date: _____

Special Instructions: _____

<u>Budget Category</u>	<u>Itemized Expenses - Include Receipts If Available</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Check Payable To: _____ (Total\$) _____

===== **For Treasurer Use Only** =====

Voucher#: _____ Date: _____ Check#: _____

Authorized By: 1. _____ 2. _____

Lester PTA Deposit Voucher

Submitted By: _____ Date: _____

Special Instructions: _____

<u>Budget Category</u>	<u>Coin</u>	<u>Cash</u>	<u>Checks</u>	<u>\$ Total \$</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

(Total Deposit) _____

===== **For Treasurer Use Only** =====

Deposit#: _____ Date: _____ Amount: _____

Authorized & Verified By: _____