

Check #

Expense Voucher

Reimbursement Voucher Form for Central Kitsap Jr. High PTSA

Please attach receipt or bills to this form. This will enable the treasurer to keep records of amounts spent in each budget category. Submit completed form and receipts to PTSA Treasurer for reimbursement.

Name: _____ Committee: _____

Phone: _____ Date Submitted: _____

Address: _____

Amount of Bill: \$ _____ Budget Category: _____

Money was used for (explain):

.....
Please do not write below this line. Treasurer's use only

Check made out
to: _____

Check Number: _____ Date: _____
Amount: _____

Budget
Category: _____

Treasurer's
Signature: _____ Date: _____