

Cordill-Mason Elementary PTA Expense Voucher

Date: _____ Name (printed): _____

Phone Number(s): _____ Email Address: _____

Invoice Date/ Date of Service	Item/Description of Service	Expense Category (see list below) One category per voucher	Vendor/Store/Individual (to whom the check is payable)	Amount

TOTAL CHECK AMOUNT: _____

*** Committee chairperson and President must sign this voucher prior to submitting to the Treasurer.** Please use one voucher per expense category. Please attach **original** receipt/invoice to this form and leave in the Treasurer's Mailbox. If you have any questions, please contact Amanda Ramirez, asirna6185@gmail.com , (816)490-1716.

Please select one:

- Mail check to vendor/store
- Send check home with my child (child's name): _____ Teacher: _____
- Special Instructions: _____

***Approved:** _____
Committee Chair
Date
President
Date

CATEGORIES:

- | | | |
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| <ul style="list-style-type: none"> 5th Grade D.A.R.E. Al Michelson Scholarship Assemblies Arts Partners Bank Charges/NSF BINGO Night Board Meeting Refreshments Bonding/Insurance Book Fair Box Tops for Education Carnival CME Staff Appreciation Week Community Garden Convention – National Convention – State Cougar Caller DARE Graduation Fall Family Fun Night | <ul style="list-style-type: none"> Fall Fundraiser 5th Grade Recognition Floyd Dunaway Scholarship Fundraiser _____ Grandparent's Day Grandparent's Day Book Fair High School Grad Night Jefferson City Field Trip Leadership Conference Leadership Development MAP Testing Refreshments Membership Membership Council Movie Nights Movie Passes Office Supplies PTA Promotional Materials PAFLE/Family Fitness Night | <ul style="list-style-type: none"> Paper Pastries with Parents Petty Cash Principals Day Read Across America Reader Feeder Red Ribbon Week Reflections Salute to Schools Santa Breakfast School of Economics School Parties Sentiments Spirit Wear Student Assistance Program Teacher Appreciation/Luncheons Volunteer Appreciation |
|--|--|--|

For Treasurer Use Only:

Check Number: _____ Date Paid: _____ ✓ _____