



VOUCHER

COUNCIL PTA CHECK REQUEST FORM

Please fill this form out if requesting a check from Council for payment directly to a vendor. The vendor invoice of what will be purchased must be attached to voucher, before a check is issued. Once actual order is placed and payment is made, please give a copy of the receipt to the Council Treasurer.

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

PAY TO: _____ AMOUNT: _____

(Order invoice *must* be attached)

Account to be charged: _____

Description of expense:

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For treasurer:

Account to be charged: _____

Amount Paid: _____

Date issued: _____

Check # _____