RENTON PTSA COUNCIL 9.11
DISBURSEMENT VOUCHER 2011-2012

Bills or fund disbursement submitted to PTSA Council will not be paid without this form being completed. If this is a committee expense, submit a **Committee Plan of Action** prior to purchasing items. Be sure to check budget amount before making purchases. Return completed voucher to the PTSA Treasurer (Maureen Monson) for payment.

Date: _____

Committee/Project: _____

Pay to the Order of: _____ **Phone:** _____

Address: _____

City & State: _____ **Zip Code:** _____

Items Purchased: _____ **Amount:** _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Total: _____

Submitted by: _____ **Phone:** _____

Executive Committee member signature: _____

Date: Check Number: Check Amount: $