

Pleasant Ridge PTA Expense Report/Check Request

Today's Date: _____
Committee: _____
Submitted by: _____
Make Check Payable To: _____

List receipt(s) individually below and staple original receipt(s) to the back.

Date:	Paid to:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:		_____

Description or purpose of items purchased:

Budget Category:	Amount:	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total:		_____

<i>Treasurer Use:</i>	<i>Date Paid</i> _____	<i>Check #</i> _____	<i>Entered</i> _____
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****Please submit to Treasurer within two weeks of expenditure****