

*Crone PTSA*



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**VOUCHER FORM 2019/2020**

**\*\*Must be turned in within 2 weeks of the event\*\***

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I am submitting reimbursement/check request for PTSA Committee/Event:

\_\_\_\_\_

**Itemized Expenditure(s):** Please give a brief description. Please attach original receipts and invoices to this voucher. **Sales tax cannot be reimbursed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Chair Approved by: \_\_\_\_\_  
(Doreen Booth or Sarah Stevens)

Voucher Approved by: \_\_\_\_\_  
(Lindsay Kraai, President; Lauren Gaither, Secretary)

Approved by: \_\_\_\_\_ Donna Tipton, Treasurer

If questions, please contact Donna Tipton at [croneptsatreasurer@yahoo.com](mailto:croneptsatreasurer@yahoo.com)

Treasurer's Use Only

Check #: \_\_\_\_\_

Date of Check: \_\_\_\_\_