



Westbrook PTA

EXPENSE VOUCHER*

Date: _____

Check Amount: _____

Note that Westbrook PTA is exempt from paying sales tax. Any sales tax paid will not be reimbursed. Please use the sales tax exemption letter when making purchases on behalf of Westbrook PTA.

Payable to: _____

Committee or Budgeted Line Item(s): _____

Itemized Expenditure(s): _____

Return check to: _____

*Please attach all receipts and invoices.

Signature: _____

Committee Chair

Signature: _____

Treasurer or other elected officer

For Treasurer's Use Only:		
Check #: _____	Deposit Date: _____	Approved: _____