



Westbrook PTA

EXPENSE VOUCHER

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: _____

Signature: _____

Committee Chair Signature: _____

****Attach all receipts and invoice****

For Treasurer's Use Only:

Expense Voucher # _____ Check #: _____ Date: _____ Approved by: _____