

Hosack Elementary PFA - Expense Voucher

Committee / Function _____

Detail of expenses incurred (attach all receipts or invoices)

<u>Date of Receipt</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check payable to : _____ Total _____

Payment Instructions (please check one)

- Put in committee folder or teacher mailbox in office
- Send home with child: Child's Name _____ Grade _____
- Mail: (please write address on back)
- Other (please specify)

Submitted by: _____ Date Submitted: _____

Treasurer's Use Only

Date: _____ Amount Paid: _____ Check # _____

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