

Fair Haven PTA Expense Voucher

Please submit Expense Vouchers as soon as possible. Non-fundraising expense vouchers should be submitted within 30 days of incurring the expense. Fundraising expense vouchers should be submitted within one week of the event. All expenses must be submitted by June 22, 2012.

The PTA does not reimburse for Sales Tax . You should obtain an ST-5 tax exempt form from the PTA Treasurer prior to making a purchase.

Questions? Contact FH PTA Treasurer, Tori McAndrews (212-8750 or mcandret@mac.com)

Committee: _____

Expense Category*	Item(s) Purchased**	Amount
		\$
Total Amount to be paid:		\$

* Expense Category is for Committee record keeping only.

** Receipts or bills are required for all purchases

Pay to: _____

Address: _____

Phone: _____

Email: _____

Submitted by:

Approved by:

 (Committee Member)

 (Committee Chair/ or Board Rep. if
 expense is incurred by Committee Chair)

 (Date)

 (Date)

PLEASE REMIT TO: Tori McAndrews
 Treasurer, Fair Haven PTA
 427 River Road
 Fair Haven, NJ 07704

It is the mission of the Fair Haven PTA to promote the welfare, safety and educational development of our children in the home, school and community through the cooperative efforts of parents and teachers

(For Treasurer Use)

Date Received:
 Check Number:

Date Paid
 Paid by: