



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 15, 2025.

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.

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:

(Committee Member)

Approved by:

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

(Date)

(Date)

PLEASE REMIT TO Stephanie Nealis - Treasurer, Fair Haven PTA
252 Hance Road • Fair Haven, NJ 07704

Questions? Contact PTA Treasurer, Stephanie Nealis at 732-216-6889 or phets33@gmail.com

(This section for PTA Treasurer Use)

Date Received: _____

Date Paid: _____

Check Number: _____

Paid by: _____

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