

Attach receipts behind this form.
-Staple in center-

Swansfield PTA Expenditures Form

Date: _____

To the Treasurer:

Pay to the order of: _____

Print out Amount:

_____ Dollars and _____ cents = _____.

Purpose for expenditure: _____

Itemized expenses (if needed):

Item	Cost

Total: _____

Requested By:

Print Name

Title/Committee

Signature

Treasurer's Use:

Account: _____

Paid by Check Number: _____

Date: _____

Issued By: _____
Print Name

Signature

Title (if not Treasurer): _____