GLENCOE PTO EXPENSE VOUCHER

TO: TREASURER, Glencoe PTO DATE_____

FROM: _____
Committee/School_____
PHONE: _____

❑ Request for payment (must be accompanied by receipt, contract copy, or other documentation),
Or
❑ Notice of charge to PTO account (attach any supporting documentation available)

For: Description	Amount	Check Payable to:
_____	$_____	_____
_____	$_____	Send to: _____
_____	$_____	_____
_____	$_____	_____
TOTAL	$_____	

For Treasurer's Use Only

Check No._____ Amount Paid: _____ Date Paid: _____

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_____	$_____	_____
Total	$_____	

For Treasurer's Use Only

Check No. _____ Amount Paid: _____ Date Paid: _____