



Budget OK \_\_\_\_\_

Receipts OK \_\_\_\_\_

### Expense Voucher / Check Request for After Prom 2017-2018 School Year

Date: \_\_\_\_\_

(If over Budget amount, approved by:)

Check number: \_\_\_\_\_

\_\_\_\_\_

PTSA President

Date paid: \_\_\_\_\_

Date	Committee	Item / Explanation - <i>attach original receipt(s)</i>	Amount

Total Amount \$ \_\_\_\_\_

Check Payable to: (print) \_\_\_\_\_

Address \_\_\_\_\_

Signature of Person Requesting \_\_\_\_\_

How do you want the check delivered? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All documentation can be submitted to the LHS PTSA Treasurer as follows:  
mail to PTSA Treasurer, % LHS, 9700 W. 8th Ave Lakewood, CO 80215 OR  
email to [Lakewoodptsa.treasurer@gmail.com](mailto:Lakewoodptsa.treasurer@gmail.com) OR  
hand to Treasurer at PTSA meetings OR  
place in the PTSA mailbox in the LHS Main office

For your convenience, this document is available on the LHS PTSA website at  
<https://lakewoodptsa.weebly.com/documents.html>

updated November 28, 2017



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*updated November 28, 2017*