

VOUCHER:

BOX TOPS WINNERS

Month:

Oct-11

Donate to Art Department

(Give to Cathy at school if wish to do this)

ISSUED DATE:

EXPIRATION DATE:

(Due by end of school year May 2012)

TEACHER:

AMOUNT:

FROM:

NORWAY PTO

This voucher is good for up to \$value reimbursed to you when you turn in receipts to PTO treasurer

Expense Report

Procedures:

Attach receipts for stuff that was purchased to this form and list below what it was for
Date Purchased, Store, Amount
Email to nwrghcpa@southslope.net or drop off form to Cathy in office in PTO box
You will receive check within 5 business days in school office, if need sooner, please feel
free to email in this file and drop off receipts and form in office.

Date of Purchase	Store	Details	Amount

TOTAL

Name of Person Requesting Reimbursement

Date Requested

Event or Reason for Reimb.
