



Long Valley Middle School PTA

FINANCIAL VOUCHER 2022 - 2023

DEPOSIT

Cash: \$ _____ Date: _____

Checks: \$ _____ Budget Category: _____

Total \$ _____ Chairperson's Signature: _____

CHECK REQUEST

Requested by: _____ Date: _____
(Signature)

Reason for check: _____

Expense Authorized by: _____
(Chairperson's or Board member's signature)

Amount: \$ _____ Budget Category: _____

Payable to Name/Address: _____

This expense voucher **MUST BE** submitted to the Treasurer within 14 days of the expense with receipts or invoices attached.

Submit to

Doug North
244 Naughtright Road
Long Valley, NJ 07853
dougmrth@yahoo.com

Treasurer completes this area:

Check # _____ Date: _____

Signature: _____