



# 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)

Amount: \$ \_\_\_\_\_ Budget Category: \_\_\_\_\_

Reason for check: \_\_\_\_\_

Expense Authorized by: \_\_\_\_\_  
(Chairperson's or board member's signature)

Payable to Name/Address: \_\_\_\_\_  
\_\_\_\_\_

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

### **Submit to**

**Allyson Gallup**  
9 Sun Valley Way  
Long Valley, NJ 07853  
804-347-0980 ([akgallup@gmail.com](mailto:akgallup@gmail.com))

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### **Treasurer completes this area:**

Check # \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_