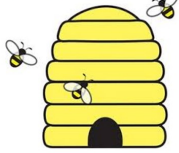


# Westbrook PTO



Helping Our Kids Grow  
MOUNT PROSPECT SCHOOL DISTRICT 57

# Westbrook PTO

## EXPENSE VOUCHER

Check Amount: \_\_\_\_\_  
Note that Westbrook PTA is exempt from paying sales tax. Any sales tax paid will not be reimbursed. Please use the sales tax exemption letter when making purchases on behalf of Westbrook PTO.

Payable to: \_\_\_\_\_

Committee or Budgeted Line Item(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itemized Expenditure(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return check to: \_\_\_\_\_  
\_\_\_\_\_

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

Committee Chair Signature: \_\_\_\_\_

**\*\*Attach all receipts and invoice\*\***

For Treasurer's Use Only:

Expense Voucher # \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_