

**LOWELL SCHOOL PTA VOUCHER**

VOUCHER # \_\_\_\_\_

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

SUBMITTED BY: \_\_\_\_\_

*(Remember to attach all invoices & receipts)*

PAY TO THE ORDER OF:  
MAIL TO **OR**  
DELIVER VIA SCHOOL  
(Circle one)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIRCLE ONE:**      **DESCRIPTION OF INCOME/EXPENSE**      **COMMITTEE**      **AMOUNT**

INCOME \*\*

EXPENSE

SIGNATURE OF COMMITTEE CHAIR/CO-CHAIR: \_\_\_\_\_

\*\* complete bottom portion to detail income

FOR PTA TREASUER USE ONLY:	CHECK # _____ / DEPOSIT AMT \$ _____
	COMMITTEE: _____
	DATE: _____

**INCOME DETAIL**

DATE: \_\_\_\_\_

COMMITTEE / EVENT: \_\_\_\_\_

COIN: \_\_\_\_\_

CHECK DETAIL:

\_\_\_\_\_

CASH: \_\_\_\_\_

\_\_\_\_\_

CHECKS:

\_\_\_\_\_

How many?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total dollars: \$ \_\_\_\_\_

TOTAL INCOME AMOUNT:

\$ \_\_\_\_\_ Committee Chair Verification: \_\_\_\_\_

Treasurer Verification: \_\_\_\_\_

**\*\*\*\* Cash must not be left in the school office. Checks, if left, must be in a sealed envelope \*\*\*\***  
**Please submit cash deposits directly to the PTA Treasurer**