PLAZA PTA

Expense Form

Name: _____

Phone Number: _____ Email: _____

Event: _____

List Expenditures:

_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____
_____ **$**_____

Total Expense $_____

Signature: _____ Date: _____

ATTACH ALL RECEIPTS/INVOICES TO THIS EXPENSE STATEMENT

For PTA Treasurer Use:

Check Number	Amount	Date	General Account	5th Grade Events

TAX CANNOT BE INCLUDED, PTA DOES NOT PAY TAX