THE FOOTHILL PARENT-FACULTY ASSOCIATION

DISBURSEMENT VOUCHER
2010-2011

1. List the budget category from which the funds should be taken. If you have questions, please contact Lisa Lamm (lisaglamm@yahoo.com).
2. Include original receipts. If you need the original receipt, please submit a copy.
3. Fill out voucher with date expense was incurred and all signatures.
4. Please note: PFA Funds are not to be used for gifts or gift cards of any kind. You will note be reimbursed for them.
5. Place in purple PFA Treasurer's folder in the PFA box in the office.

Budget Category _____ **Date:** _____

☐ **Check here if this is a request from the Fall Proposal distribution.**

Date	**Explanation of Expenditures**	**Dollar Amount**
		$
Total		$

Submitted by: _____ Approved by: _____

Make check payable to: Name: _____

Address: _____

_____

FOR TREASURER'S USE: Date Paid: _____

Budget Category: _____

Amount Paid: _____

Check Number: _____