

Pleasant Lea Elementary PTA Expense Voucher

Please complete this form for any PTA expenses and return it with your receipts to:

PLE Elementary School
Attn: Kelly Davis, Treasurer
700 SW Persels
Lee's Summit, Missouri 64081

Date: ____/____/____

Paid To: _____

Amount Paid: _____

Budget Category: _____

Description of Expense: _____

Paid By Check Number: _____ (to be completed by PTA Treasurer)

Your Name: _____

Address: _____

City, State, Zip: _____

Child's Name: _____ Grade: _____