

WJHS PTO EXPENSE FORM

You may mail completed expense forms and receipts to the Treasurer, place them in the Treasurer's file in the PTO box at WJHS or scan and email with receipts to the email address below.

| | Items Purchased | Date | Committee to be charged | Amount |
|---|-----------------|------|-------------------------|--------|
| 1 | | / / | | \$ |
| 2 | | / / | | \$ |
| 3 | | / / | | \$ |
| 4 | | / / | | \$ |
| | | | Total | \$ |

**No checks will be issued without receipts
No sales tax will be reimbursed**

| | | | |
|------------------------|-----|---------------------------|-----|
| Date submitted: | / / | Date check needed: | / / |
| Submitted by: | | | |
| Phone number: | | | |
| Email address: | | | |

| | |
|-------------------------------|--|
| Make check payable to: | |
| Address | |
| City, State, Zip | |
| Phone | |

_____ Call / email submitter when check is ready for pickup.
 _____ Mail check to vendor
 _____ Other, _____

PTO Board Representative Approval (two signatures required for \$1,000 or more)

Approval _____

Treasurer:
 Annie O'Brien
 910 Shabona Lane
 Wilmette, IL 60091
 847.271.0707 (cell)
 treasurer@wjhspto.com

To be completed by Treasurer:
Amount Paid: _____
Check # _____
Check Date _____
Account _____