

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:
Patrick Parmentier
124 Park Ave
Wilmette, IL 60091
treasurer@wjhspto.com

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