Royal Oaks Elementary PTA
To: PTA Treasurer

RECORD OF PTA INCURRED EXPENSES

Budget Item: _____ **Date:** _____

Description of Expense	Amount

TOTAL	

Signature: _____

*USE THIS FORM WHEN NO REIMBURSEMENT IS NEEDED, BUT TO ENSURE PROPER RECORD KEEPING IS STILL MAINTAINED.

TREASURER'S RECORDS

CHECK # / CC: _____

DATE: _____

I/S: _____ Q: _____

2ND SIGNER: _____