

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 (be sure to email Treasurer if there is something to pick up at the school) or scan and email with receipts to address below.

	Items Purchased	Date	Committee to be charged	Amount
1		/ /		\$
2		/ /		\$
3		/ /		\$
4		/ /		\$
	<i>If you need more space, please use reverse side or attach a sheet</i>		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 _____ **Approval** _____

Treasurer
 Sarah O'Brien Boyd
 1320 Ashland Avenue
 Wilmette, IL 60091
 (224) 500-6466 Mobile
 treasurer@wjhspto.com

To be completed by Treasurer:

Check # _____
Check Date _____
Account _____