

SHREWSBURY PARENT TEACHER GROUP
EXPENSE VOUCHER

PLEASE REMIT TO THE TREASURER FOR PAYMENT

Please note: All vouchers must be signed and approved by your chairperson. Attach vendor invoice or receipt before submitting this request. The amount to be paid for goods and serviced may not include New Jersey sales tax. If you have already paid the sales tax, the SPTG will not refund you the sales tax portion. Please make sure to give vendors our Form ST-5 before purchase so that the vendor can properly exclude sales tax from the purchase price.

DATE _____

Program/Committee _____

Description of purchase _____

Amount \$ _____

Payee: _____

Please send payment to: _____

Committee Chairperson approval _____

For treasurer use only:

Date received _____

Date paid _____

Check No. _____

All checks must have two authorized signatures as stated in the SPTG bylaws.