



- * Remember to **STAPLE** all original, itemized receipts
- * If voucering for more than one person remember to write all names on the back of your receipt



Name: _____ Base School: _____

Item (i.e., Name of Store)	Explanation for Voucher (i.e., Reason for Purchase)	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<i>TOTAL AMOUNT</i>		

Signature: _____ Date: _____

Please send to **Michelle Meyers at Einstein School**.
Contact Michelle at shelltchr_60123@yahoo.com for summer vouchers.

Date Received	_____
Check #	_____
Amount	_____
Line Item #	_____
Date Sent	_____
(To be completed by the Treasurer)	

(Please keep a copy of your completed expense report and receipts for your records.)