

Lincroft PTA Debit Card Request Form

◆ This expense voucher must be submitted to the Treasurer within 30 days of the expense. Be sure to attach receipts, invoice and/or order form – checks cannot be issued without proper supporting documentation.

Date: _____

Requested by: _____

Amount: _____

Payable to: _____

Committee/Budget Category: _____

Reason for Check: _____



Pay Vendor Electronically

Spoke with: _____

Amount quoted: _____

Notes: _____

Comments: _____

For Treasurer Use Only:

Date Issued: _____

Entered in Q: _____

Date Issued: _____

Authorized by President: _____