La Canada Elementary School – PTA

4540 Encinas Drive, La Canada Flintridge, CA 91011
LCE PTA Tax #ID 95-6205017

Council: _____ Unit: _____

VOUCHER

Date: _____ Program Code # _____

Office or Chairmanship _____

Payee: _____

Address: _____

_____

Completed requests placed in CHECK REQUEST folder on or before the 1st of the month will be in the CHECK PICKUP folder on the 15th of the month.
Completed requests placed in CHECK REQUEST folder on or before the 15th of the month will be in the CHECK PICKUP folder on the 1st of the next month.

Requested by: _____

Email Address: _____

Brief Description or Category:
Total Amount: $
Please attach any original bills or receipts

Approved: _____
President

Approved: _____
Recording Secretary

Date Paid: _____ Check No: _____ Budget Remaining _____

LCE PTA Voucher – August 2010