

Parent's Association Expense Form 2011 - 2012

Make check payable to: _____ Date: _____

Mail check to vendor?	Yes/No
Mail check to me?	Yes/No

Department	Category	Description	Total
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Please Circle One:			
	PA	PA Events:	
Classroom - which class?	Back to School night		
	Back to School picnic		
	Other Events		
	Classroom Expenses		

Total Amount:

Approved By: _____ Date: _____

Director of Finance _____ Date: _____