

NORTHGATE PARENT-FACULTY CLUB

DISBURSEMENT VOUCHER

2011-2012

1. List the budget category from which the funds should be taken.
2. Include original receipts (submit a copy only if you must keep the original).
3. Fill out voucher with date expense was incurred and all signatures.
4. **Send to** Kathy Frattini, Treasurer, 3666 Perada Drive, Walnut Creek, CA 94598.

NOTE: YOU MUST SIGN THIS FORM TO HAVE YOUR EXPENSES REIMBURSED.

If a committee chair signs this form, NO second signature is required. If a committee member signs, the committee chair MUST sign also.

Name: _____	Make Checks Payable to: (<i>if different</i>)
Address: _____ _____	NAME: _____ ADDRESS: _____ _____
Date: _____	
Budget Category: _____	

REQUIRED SIGNATURES:

1. _____	Date: / /
2. _____	Date: / /

EXPENDITURES (Please Attach Original Receipts)

Date	Description	Amount
		\$
	TOTAL	\$

FOR TREASURER'S USE ONLY:

CHECK #:	AMOUNT PAID:
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