

NORTHGATE PARENT-FACULTY CLUB

DISBURSEMENT VOUCHER

2017-2018

1. List the budget category from which the funds should be taken.
2. Include invoice or 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. **Mail to:** Amy Sanchez, Treasurer, 1149 Limeridge Dr, Concord, CA 94518
5. Please note that the PFC cannot pay for gifts or gift cards. You will not be reimbursed for gift or gift card purchases.
6. Questions? nhspsc.treas@gmail.com

THE COMMITTEE CHAIR MUST SIGN THIS FORM TO HAVE YOUR EXPENSES REIMBURSED.

Name: _____	Make Checks Payable to: (<i>if different</i>)
Address: _____ _____	NAME: _____ ADDRESS: _____ _____
Email: _____ <small>(of person requesting check)</small>	
Date: _____	
Budget Category: _____	

Committee Chair Disbursement Approval Signature:

1. _____	Date: / /
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EXPENDITURES (Please Attach Invoice or Original Receipts)

Date	Description	Amount
		\$
	TOTAL	\$

FOR TREASURER'S USE ONLY:

DATE / CHECK#:	AMOUNT PAID:
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