

St. Giles PTO Expense Voucher

Payable to: _____

Address: _____

Phone: _____

<u>Date</u>	<u>Expense, Category</u> (Grade, Class, or Event)	<u>Explanation</u> (Supplies, Decorations)	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:			_____

Voucher Submitted by: _____
(Please sign)

Your email: _____

***St. Giles School is tax-exempt. Copies of the tax-exempt letter are available in the PTO box and online. Please show this letter when you are making purchases so that you do not have to pay tax on items purchased for the school. Tax will not be reimbursed.

Please include receipts, bills, and/or invoices with voucher.

Place items in the PTO mailbox in the school office

OR mail to:

Marguerite Roza
PTO Treasurer
638 N. Cuyler Av
Oak Park IL 60302

If you have any questions, please email maggie333@comcast.net or text 773-519-1258.
Thank you!