

**St. Giles PTO
Expense Voucher**

Payable to: _____

Address: _____

Phone: _____

| <u>Date</u> | <u>Expense. Category</u> (ex. Art Awareness,CSW) | <u>Explanation</u> (supplies, decorations,) | <u>Amount</u> |
|-------------|---|--|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Voucher Submitted by: _____
(Please sign)

*** 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 re-imbursed.

Please include receipts, bills or invoices with voucher and return to:

Amy Crilly
PTO Treasurer
944 N. Euclid Ave
Oak Park, IL 60302

Or place in PTO mailbox in school office.

If you have any questions, email acrilly@sbcglobal.net