



Dunwoody High School PTSO Expense Voucher

Treasurer's Use Only

Check # _____

Date _____

Committee (check one):

Date: _____

- _____ Academic Boosters
- _____ Administrative Expense
- _____ Bank/Credit Card Fees
- _____ Beautification – Exterior
- _____ Beautification – Interior
- _____ Communication/DHSNews
- _____ Conference Snacks
- _____ DHS PTSO Scholarships
- _____ Directory Expenses
- _____ Education-Teen and Parent Seminars
- _____ Faculty Breakfast
- _____ Freshman Bridge
- _____ Hospitality

- _____ Insurance & Fees
- _____ Registration
- _____ Senior Week Activities
- _____ Senior Celebration (Commencement)
- _____ Senior's Last Blast Activities
- _____ Special Projects
- _____ Staff Appreciation (SA)
- _____ Staff Appreciation– Lead Meeting Snacks
- _____ Staff Appreciation – Faculty Meeting Snacks
- _____ Sunshine Expenses
- _____ Staff Dinners (Curriculum Nights)

Check Requested by:

Name: _____

Ph#: _____

Payable to: _____

If different than the requesting person named above

Amount \$ _____

Brief description of expense or list of items bought:

****Please tape your ORIGINAL (NO COPIES) receipts or bills to a separate piece of paper and staple to this form****

Mail PTSO **Name:** _____

Check to: **Address:** _____

Email: _____

Phone: _____

Michele Halliwell, Treasurer
5084 Pine Bark Circle, Dunwoody, GA 30338
Cell: 404-931-4118 Email: DHSptsoTreasurer@gmail.com
OR drop off in PTSO mailbox at the school in folder marked TREASURER