



## PTSA University High School

4771 Campus Drive, Irvine • California 92612

### UHS PTSA VOUCHER

The following items have been purchased for the benefit and/or use of PTSA, UNI Staff, or UNI Students

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name/requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Make check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Budget Category: \_\_\_\_\_

President's signature: \_\_\_\_\_

Secretary's signature: \_\_\_\_\_

Date approved in minutes: \_\_\_\_\_

Mail check to payee

Contact me when check is ready

Please itemize bill **and attach all receipts/invoices** to this form.  
Incomplete forms will not be accepted or paid.

DESCRIPTION	AMOUNT

Date Paid
Check No.

TOTAL	\$
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Please submit this form to PTSA Treasurer Jocelyn Chen via the PTSA mailbox at Uni.