



Benson Hill Elementary PTA

Local Unit 9.11.005
18665 – 116th AVE SE
Renton, WA 98058



~ Expense Form ~

Date: _____

Submitted by: _____ Signature: _____ Phone: _____

Explanation for Expense	Amount
	\$.
	\$.
	\$.
	\$.

Total Expense Amount: \$ _____

Payable to: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

~ Treasurer's Record ~

Check Date: ____ / ____ / ____ Check Amount: \$ ____ . ____ Check Number: _____

Payee: _____ Treasurer's Signature: _____

Expense Category: _____ SubCategory: _____