

BRIGHTON CENTRAL PTSA

MONEY VOUCHER FORM

www.bcsd.org

2035 Monroe Avenue
Rochester, NY
14618

Attention: Katrina Robinson, Treasurer
Brighton PTSA Treasurer
81 Cohasset Drive
Rochester, NY 14618
585 478 7984
robinson.katrina@gmail.com



Name of Event:
Event Chairperson:
Date of Event:
Phone Number:

Vendor	Description	Amount	Receipt	Bill to Come
		\$	yes/no	yes/no
		\$	yes/no	yes/no
		\$	yes/no	yes/no
		\$	yes/no	yes/no
Total		\$		

Make check payable to _____

Mail to the following address:

Signature of requestor _____ Date _____

- PTSA is tax exempt and therefore does not reimburse or pay taxes.
- Tax exempt forms are available to use when purchasing on PTSA's behalf.
- Please submit one voucher form for each check requested.
- Attach all receipts to be reimbursed or bill to be paid

Date of Check	Check Number	PTSA Account Number	Posted