



REIMBURSEMENT / PAYMENT VOUCHER

DATE: _____ PHONE: _____

NAME: _____

COMMITTEE/PROJECT: _____ AMOUNT: \$ _____

COMMITTEE/PROJECT: _____ AMOUNT: \$ _____

COMMITTEE/PROJECT: _____ AMOUNT: \$ _____

TOTAL AMOUNT OF REIMBURSEMENT: \$ _____

CHECK PAYABLE TO WHO (NAME/COMPANY): _____

SIGNATURE OF PERSON SUBMITTING VOUCHER: _____

SIGNATURE OF COMMITTEE CHAIRPERSON: _____

DISTRIBUTION INSTRUCTIONS: _____ KID MAIL* _____ PTA FOLDER _____ US MAIL*

*STUDENT & TEACHER NAME /ADDRESS: _____

- All receipts must be submitted to the treasurer within 30 days of the event or purchase date.
- A receipt must be attached to this voucher for reimbursement. Photocopies are preferred. Mark the receipt as to which items are being reimbursed.
- Once the committee chairperson has approved the voucher, please place it in the Treasurer folder in the Board of Directors binder. You may use the same form for more than one receipt and committee/project. If there is more than one committee/project on one receipt, please indicate the specific committee/project for each item on the receipt.

FOR TREASURER USE ONLY

DATE: _____

CHECK #: _____

AMOUNT: _____

ACCOUNT: _____

AMOUNT: _____

ACCOUNT: _____

AMOUNT: _____

ACCOUNT: _____

TREASURER INITIALS: _____

ENTERED IN MONEY MINDER: _____