

KENTRIDGE PTSA
July, 2008

REIMBURSEMENT VOUCHERS

The Reimbursement Voucher (blue) is completed when an individual has made a purchase (pre-approved) and is requesting reimbursement.

Please complete the top portion, including your name, phone, date, and the committee that the money will come from to reimburse. If the reimbursement is part of a specific fundraiser, please check the appropriate place and name the fundraiser.

List the expenses where applicable, including amount and the name of the committee/event.

Add and record the total of the reimbursement.

Sign where indicated.

Indicate how check is to be made out and specific delivery instructions.

Attach all receipts that are connected with the reimbursement request. Either call the treasurer to arrange a delivery location or place in the PTSA mailbox in the Kentridge office in the large manila envelope marked: Treasurer/Robin. If the manila envelope is not there, place the paperwork in a regular envelope and mark on the front: Treasurer/Robin. Robin receives her mail once/twice a week and will pay prompt attention to this request when it is received. Please also send a quick email to Robin, advising her that the request is in the box.

It's always good to make a copy of your paperwork!

ONLY PTSA MEMBERS ARE AUTHORIZED TO HANDLE MONEY!