



# Reimbursement Voucher (blue)

Please attach your receipt(s) to this voucher.

Name \_\_\_\_\_ :Phone # \_\_\_\_\_

Committee \_\_\_\_\_ Date \_\_\_\_\_

Fundraiser: Yes \_\_\_ No \_\_\_ Name of Fundraiser \_\_\_\_\_

<u>Explanation of Expenses</u> (List each item)	<u>Amount</u>	<u>Committee/Event</u>
_____	_____	_____
_____	_____	_____

Total Amount of Reimbursement Requested \$ \_\_\_\_\_

Signature of person submitting request \_\_\_\_\_

Make check payable to: same? Other \_\_\_\_\_

Delivery Instructions:

- Due Date \_\_\_\_\_
- Mail to (address) \_\_\_\_\_
- Pick up from Treasurer on \_\_\_\_\_  Leave in PTSA box on \_\_\_\_\_

### For Treasurer's Use Only

Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Check Amt. \$ \_\_\_\_\_

Expense Line	Amount
_____	_____
_____	_____
_____	_____

Treasurer's Signature \_\_\_\_\_