

PTA REIMBURSEMENT VOUCHER

Payable to: _____ Date needed: _____
 Address: _____ Phone: _____
 Check requester: _____ Date: _____
 Account to Debit: _____ Invoice # _____
 (If your invoice reflects more than one account, please identify each and amount that should be deducted from each.)

Item	Place of Purchase	Amount
	Total:	

(Receipts should be attached and sales tax will not be reimbursed)

Treasurer's Notes:

Date Invoice _____

Received: _____

Plan of Work: _____ Motion: _____

Date Approved: _____ Paid: _____

Check Number: _____

Amount of Check: _____

Remarks:

Chairman's Authorization: _____

Treasurer's Signature: _____

President's Signature: _____

Attach receipt(s)
 —SAMPLE—