

Reimbursement Voucher for ASM PTA

Important information regarding reimbursement procedures:

- You must discuss your planned expenses with the PTA President or Treasurer prior to making purchases.
- You cannot be reimbursed unless you attach receipts for your expenses.
- Reimbursement vouchers must be given to the PTA Treasurer before your reimbursement check can be written.
- Reimbursement vouchers must be submitted to the PTA Treasurer no later than June 15th so that your reimbursement check can be written prior to June 30th. The outgoing Treasurer will not have access to the PTA checkbook after that date.

This section must be completed by the person requesting reimbursement. Please print clearly.

Your Name: _____ Email address: _____		
Your Signature: _____ Phone number: _____		
What PTA budget line were these expenses for? _____		
List your expenses below and attach the receipts to this reimbursement voucher.		
Amount on Receipt	Store/Vendor	Description of Expenses

What is your preferred delivery method for your reimbursement check?

Hand it to me at the next PTA meeting.

Leave it in the PTA mailbox at ASM, and send me an email when it is ready for me to pick up.

Mail it to me at the following address _____

This section will be completed by the PTA Treasurer.

Treasurer Initials _____	Date Voucher Received _____	Receipts Attached <input type="checkbox"/> yes <input type="checkbox"/> no
Reimbursement is <input type="checkbox"/> approved <input type="checkbox"/> denied for the following reason _____		
Date Check Paid _____	Check Number _____	Check Amount _____