



EXPENSE REIMBURSEMENT / ACCOUNT PAYABLE VOUCHER

Only PTA members may receive PTA reimbursements.

Print this form and return completed form to PTA Treasurer for check processing. Staple all receipts and pertinent documents to this form. Please make a copy of the receipts and this form for your records and in case the originals get misplaced. Please stay within your budget.

All reimbursable expenses need to be turned in within 45 days of their occurrence and no later than June 10th, our financial year is from July 1st to June 30th.

Your Name:	
If, employee:	Full Time Part Time
Make check payable to:	
Check mailing address:	
Amount Requested (Receipt(s) must be attached):	

PTA Budget Account to be charged to and corresponding amount:

• Recruitment		• Monthly Teacher Treats		• Fundraising	
• Teacher Funds		• 5 th grade activities		• Birthday Smencils	
• Behavior Incentives		• Paint Night		• K activities	
• Taxes and Fees		• Play Day		• Assemblies	
• STEM Fair		• Bingo		• IT	
• Dance		• Sunshine		• Penny Wars	
• Fun Run		• School Infrastructure		• Administration	
• Teacher Appreciation Week					

Description of Purchase	Amount

Treasurer Use Only					
Check Number:		Amount:		Date issued:	
Treasurer Approval:		Date:		Budget Category:	
President Approval:		Date:			