

# Freedom Elementary School PTA Reimbursement/ Account Payable Voucher

*Staple all receipts and pertinent documents to this form. Return completed form to PTA Treasurer for check processing. Please make a copy of the receipts and this form for your records and in case the originals get misplaced. Stay within your budget. All reimbursable expenses need to be turned in within 45 days of their occurrence and no later than June 30<sup>th</sup>, our books are closed on July 1<sup>st</sup>.*

**Make Check Payable To:** \_\_\_\_\_

**Your Name if different than Above:** \_\_\_\_\_

**Address to which check is to be mailed:** \_\_\_\_\_

**Amount Requested:** *(Receipt(s) must be attached)* \_\_\_\_\_

**PTA Budget Account to be Charged to and Amount:**

- Recruitment \_\_\_\_\_  Monthly Teacher Treats \_\_\_\_\_  Fundraising \_\_\_\_\_
- Teacher Funds \_\_\_\_\_  Dance \_\_\_\_\_  Birthday Books \_\_\_\_\_
- Battle of the Books \_\_\_\_\_  Spelling Bee \_\_\_\_\_  Hug Club \_\_\_\_\_
- Taxes and fees \_\_\_\_\_  Behavior Incentive \_\_\_\_\_  Assemblies \_\_\_\_\_
- STEAM Fair \_\_\_\_\_  Bingo \_\_\_\_\_  IT \_\_\_\_\_

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____

**Treasurer Use Only**

Check Number	Amount	Date
Treasurer Approval: _____		President Approval: _____
Budget Category	_____	

# Freedom Elementary School PTA Reimbursement/ Account Payable Voucher

_____	_____
_____	_____
_____	_____
_____	_____
	Total
	_____

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