



PTA REIMBURSEMENT FORM

PLEASE STAPLE RECEIPTS TO THE BACK OF THIS FORM

Payable to: _____ Date: _____

Address: _____ Phone: _____

Child's Name: _____ Teacher: _____

Voucher submitted by (if different than payee) _____

- Mail check to address above
 Leave check in my PTA folder
 Send check home with my child

PTA PURCHASES

Please list each retailer (Staples, Publix, Costco, etc.), a general description of the items purchased (poster board, cookies, etc.), and the total amount being submitted for payment. List each receipt separately. If this is an invoice that your Treasurer should pay directly to the merchant, please note that in the Remarks section below.

Place of Purchase	Items – Brief Description	Event/Budget Line Item	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL REIMBURSEMENT REQUEST \$

Notes/Remarks: _____

- Use Tax-Exempt Form when making purchases intended for resale.
- **Attach all copies of receipts, purchase orders, invoices, or bills to the back of this form.** Receipts are *required* for PTA Financial Review and tax-reporting purposes.
- **Return completed forms to the PTA Treasurer's Box in the Teacher Mailbox area.**
- Please allow two weeks for the voucher to be received, approved, and processed for payment.

Treasurer's Notes:

Date rec'd: ___/___/___
 Date paid: ___/___/___
 Chk number: _____
 Chk amount: \$ _____
 Initials _____
 Initials _____