

_____ SCHOOL PTA
RECEIPT VOUCHER



PTA Reimbursement Procedures: Complete the form below and attach all original receipts (it is not possible to reimburse monies without a receipt!) Our PTA is sales tax-exempt and state/local taxes will **not** be reimbursed. Forms must be signed by the Committee Chair and then forward to the PTA Treasurer for payment.

Date: _____

Committee/Budget Item: _____

Requester's name: _____

Itemized Purchases:

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |

Total: \$ _____

Make check payable to: _____

Chairperson's Signature: _____

Treasurer's Signature: _____

Date Paid: _____

Check Number: _____

Treasurer: Please make a copy of the completed form and forward to the Committee Chair.