

## Reimbursement Instructions

- All receipts must be submitted to the treasurer within 30 days of the event or purchase date.
- Attach original receipts to this form.
- Committee expenses must be part of a board-approved committee plan of action and payment requests must be signed by the committee chair.
- For “starter cash”, the Committee/Activity is “CASH BOX”. A check is issued to the person responsible for stocking the box. A count sheet must be completed by two PTA members at the start of the event.

Date: \_\_\_\_\_ Date required: \_\_\_\_\_

Requested by: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Pay to: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Payee email/phone: \_\_\_\_\_

Committee or activity: \_\_\_\_\_

Items or services purchased: \_\_\_\_\_

Check delivery:

Staff or committee mailbox (specify): \_\_\_\_\_

By mail (full name and address): \_\_\_\_\_

Approved by: \_\_\_\_\_

*(signature of committee chair or board member)*

### For Treasurer's Use Only

Check number: \_\_\_\_\_ Check amount: \$ \_\_\_\_\_

Date paid: \_\_\_\_\_ Account/fund: \_\_\_\_\_

Payment from restricted fund

Entered into financial software

Vendor Invoice Number: \_\_\_\_\_

Budget lines and amounts: \_\_\_\_\_