



VOUCHER FORM 2021-2022

**\*\*Must be turned in within 2 weeks of the event\*\***

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I am submitting reimbursement/check request for PTSA Committee/Event:

\_\_\_\_\_

**Itemized Expenditure(s):** Please give a brief description. Please attach **original** receipts and invoices to this voucher. **Sales tax cannot be reimbursed.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

(President or VP)

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

If questions, please contact the PTSA Treasurer at [cronemspta@gmail.com](mailto:cronemspta@gmail.com)

Treasurer's Use Only

Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_