

2011-12 PTA REIMBURSEMENT VOUCHER

Please attach receipts or invoices to this form. This will help the treasurer in keeping accurate account information for any type of reimbursement. Expenses should not exceed the amount approved for the Event or Mini-Grant. **Cost overages need approval by the PTA Board prior to overages occurring.** Please provide receipts within 30 days of purchasing items. Questions can be addressed to:

Karrie Hildebrand, Treasurer

karrie@continuem.com

360-886-1035

Event Reimbursement

Teacher Allowance Reimbursement

Mini-Grant Reimbursement

Unallocated Reimbursement

Reimbursement Requested by: _____

Requestor's phone number: _____

Date of Request: _____ Amount Requested: _____

Event or Mini-Grant Name: _____

Event Chair/Mini-Grant Primary Contact: _____

Contact Approval Signature: _____

Make check payable to: _____

Summary of items Purchased: _____

** If there are no receipts attached, there can be no reimbursement.*

FOR TREASURER'S USE ONLY

Date Received: _____

Reimbursement Made To: _____

Check Number: _____ Check Amount: _____