

**Rachel Carson Elementary PTSA
2011-2012 REIMBURSEMENT VOUCHER/CHECK REQUEST FORM**

Please attach original receipts or invoices to this form.

- Reimbursement - Receipts must be within 30 days of purchase.
- Invoice Payment
- Cash - Requires one (1) week notice prior to event. Include currency/coin breakdown.

Requests for budgeted committee expenses will be processed within 2 weeks.

Final deadline for reimbursable budgeted expenses is 06/1/2012

[ANY QUESTIONS CONTACT JULIE SPENCER - juliespencer2@comcast.net](mailto:juliespencer2@comcast.net)

Date: _____

Check Payable To: _____

PTSA Contact: _____ **Phone/Email:** _____

Deliver to: **Address:** _____
 PTA Box _____
 Other: _____

Committee: _____

Total amount payable: _____

Explanation of expenses:

Budget Category: _____

Signature of person submitting request: _____

Signature of chairperson (if different from above): _____

FOR TREASURER'S USE ONLY

Check Number: _____

Check Date: _____

Check Amount: _____