

Findley Oaks PTA
EXPENSE VOUCHER

Please complete this reimbursement form for any expense incurred as a result of performing services for the Findley Oaks PTA.

- Attach receipts. The total on the receipts must match the total requested on this voucher.
- Submit form with receipts to the appropriate PTA VP for approval.

Reimbursement checks will be distributed on Tuesdays for all Expense Vouchers (with VP approval and attached receipts) submitted to the President by 8:00 that Tuesday morning.

Your name: _____

Your email or phone number: _____

Budgeted area to be charged: _____

Explanation of Expense: _____

Make check payable to: _____

Total amount requested: \$ _____

Please choose how to receive your reimbursement check:

(Note: In order to cut down on costs, checks are not mailed to home addresses.)

_____ Place in PTA mailbox for _____

_____ Other (Please explain) _____

Your signature: _____ **Date Submitted** _____

Please direct questions to Reva Banka, Treasurer at (404) 200-1098 or foe.pta.treasurer@gmail.com.

***** DO NOT WRITE IN THIS BOX *****	
Vice President Authorization _____	Date _____
President Authorization _____	Date _____
Date Received: _____	Date Paid: _____
	Check # _____
Total Reimbursement: _____	Logged into Quickbooks: _____