

# 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 Hayli Stallings, Treasurer, at (678) 756-7958 or fo.e.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: _____