

# BPE PTA Reimbursement Voucher/Check Request

Check Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

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

Account/Event Budget to Charge: \_\_\_\_\_  
 (If your invoice reflects more than one account, please identify each and amount that should be deducted from each.)

Account/Event	Item	Place of Purchase	Amount
		Total	

*Receipts must be attached and sales tax will not be reimbursed.*

Treasurer's Notes:

Date Invoice Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Date in Computer: \_\_\_\_\_

Check Number: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Remarks:

- Sales tax WILL NOT be reimbursed. Use Tax Exempt forms when making purchases.
- Receipts MUST be attached. PTA cannot reimburse without receipts.
- DO NOT HOLD YOUR RECEIPTS. Receipts older than 30 days will not be reimbursed.
- Submit completed forms to the Treasurer by Thursday in the PTA Treasurer mailbox.
- Checks will be issued on the following Friday after your form is submitted.
- Stay within your budget, we cannot reimburse you if you are over budget.
- Please be sure to specify how you would like payment returned to you.

- Pick-up/Call                     
  Send home with child                     
  Put in PTA Mailbox

Child's name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_  
 Treasurer's/President's Signature: \_\_\_\_\_