

**Rachel Carson Elementary PTSA
REIMBURSEMENT VOUCHER/CHECK REQUEST FORM**

Please submit requests within 30 days of purchase
Final deadline for reimbursable budgeted expenses is June 1st
Please complete all portions and attach receipts or invoices to this form
Allow several weeks for processing
Submit completed form to treasurer@carsonptsa.org
Any questions contact treasurer@carsonptsa.org

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

Date: _____

Name of person submitting request: _____

Email and/or phone: _____

Make check payable to: _____

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

Committee (if applicable): _____

Total amount payable: _____

Explanation of expenses:

Budget category (if known): _____

Signature of person submitting request: _____

Signature of chairperson (if different from above): _____

FOR TREASURER'S USE ONLY

Check number: _____ **Received date:** _____

Check date: _____ **Budget account:** _____

Check amount: _____ **Treasurer's signature:** _____