

MEAD PTSA CHECK REQUEST and/or REIMBURSEMENT VOUCHER

- Please Remember:**
- ❖ Attach ALL receipts, and copy of Grant request if applicable
 - ◆ **(Reimbursements will not be issued without a receipt)**
 - ❖ Itemize all receipts or purchase orders
 - ❖ Total reimbursement request amount
 - ❖ Sign form
 - ❖ Turn in to PTSA president or PTSA mail box in Mead front Office

FILL OUT THE FOLLOWING INFORMATION:

Event/Activity: _____ Budget: <input type="checkbox"/> Grant _____ <input type="checkbox"/> PTSA Budget Line Item _____ Date of Request: _____ Pay to the order of: _____ Signature: _____	Please Deliver My Check Via (checks cannot be sent home with students): <input type="checkbox"/> Placed in Committee Folder <input type="checkbox"/> Placed in attached self addressed/stamped envelope (parents) <input type="checkbox"/> Placed in teacher's box (School Staff Only) <input type="checkbox"/> Other: _____
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PTSA President Signature: _____

Receipt Date	Vendor/Business	Item(s) Purchased	Tax	Shipping	Total

Treasurer's Use Only:

Entered in financial software

Check Number: _____ Check Date: _____ Check Amount: _____

Audit: _____ Treasurer: _____

TOTAL REIMBURSEMENT AMOUNT \$