

NORMAN ROCKWELL PTA PAYMENT/REIMBURSEMENT VOUCHER FORM

Questions? Contact the PTA Treasurer at rockwellptareasurer@yahoo.com

Please attach receipts or invoices to this form. If you need cash for making change at a PTA event, please give the treasurer at least **one (1) week notice** prior to the activity/project/event.

Reimbursement Payment to Vendor Cash Box
(Please check appropriate box)

Date of request: _____ Date Needed: _____

Amount requested: _____ Purpose: _____

Budget Line to charge: _____

Requested by: _____ Phone #: _____

Signature: _____ Email: _____

Make payment to: _____

Reimbursement sent via Kid Mail: _____

Child's Name and Teacher/Grade

Vendor Address: _____

Please attach receipt(s) to this form and turn in to the treasurer. You may use the same form for more than one receipt. If you have more than one project on one receipt, please separate each project and list below.

Project:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Notes:

*If there are no receipts attached, there can be **no reimbursement**.*

Receipts must be turned in within 60 days.

After 60 days, the purchase may be deemed a tax-deductible donation to the Norman Rockwell PTA.

FOR TREASURER'S USE ONLY

Date Received: _____ Budget Line: _____

Payment made to: _____

Check Number: _____ Check Amt: \$ _____ Check Date: _____

Cash Purpose: _____