

**Little Cedars Elementary PTA 7.6.32**  
**REIMBURSEMENT VOUCHER/CHECK REQUEST**



Please attach original receipts or invoices to this form. This will help the treasurer in keeping accurate account information for line items. 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.

Reimbursement

Check Request

Cash / Change for a PTA Event

(please check the appropriate box)

Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Committee: \_\_\_\_\_

Line Item (if different than committee name): \_\_\_\_\_

Purpose: \_\_\_\_\_

Requested By: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>FOR TREASURER USE ONLY</b>	Date received: _____
<input type="checkbox"/> Reimbursement Made To: _____	
Check # _____	Check Amount \$ _____
Budget Line Item: _____	
<input type="checkbox"/> Cash for Change at PTA Event	
Purpose: _____	

**\* Note: Original receipts must be attached or there can be no reimbursement.**