

# Little Cedars Elementary PTA

## 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 appropriate box)*

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

Amount Requested: \$ \_\_\_\_\_ Committee: \_\_\_\_\_

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

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

Make Check Payable To: \_\_\_\_\_

Phone number and/or Email Address: \_\_\_\_\_

### METHOD OF RECEIVING CHECK

1) Student Mail: Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

*Please note: If check is lost via student mail you will be held responsible for all Stop Payment fees incurred from the bank.*

2) Pick up from PTA Treasurer directly or from PTA mailbox in LCE Staff Workroom \_\_\_\_\_

3) Other (mail, etc): \_\_\_\_\_

*Please contact PTA Treasurer directly to discuss options.*

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

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

<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: _____	
President Signature _____	