

## Gatewood Elementary PTA Reimbursement - Cash Voucher

For reimbursement please fill out this form completely and attached all receipts or invoices. Keep copies for your records. If you need cash for making change at a PTA event, please fill out a "Cash Box Starting Inventory" form and give the treasure at least one week notice prior to your event.

Reimbursement: \_\_\_\_\_ Cash: \_\_\_\_\_ Check to Vendor: \_\_\_\_\_ (please check appropriate box)

Move money between accounts: (eg: from auction pay Scrip) From \_\_\_\_\_ To \_\_\_\_\_

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

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

Amount Requested: \_\_\_\_\_

Event/Committee: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Requested by: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Chair approval signature: \_\_\_\_\_

You may use the same form for more than one receipt. If you have more than one receipt, please list separately below:

<u>Date</u>	<u>Description/Line Item Details</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*Please note: if there are no receipts, there will be no reimbursements.*

**For Treasurer's use only:**

Date received: \_\_\_\_\_

Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount: \_\_\_\_\_