

CLAXTON ELEMENTARY SCHOOL PTA

EXPENSE REIMBURSEMENT REQUEST

INSTRUCTIONS:

- 1 Fill out all items below.
- 2 Attach all receipts and/or invoices to the back of this completed voucher. Receipts must be itemized. **Reimbursement will not be made without receipts.**
- 3 If a check is needed in advance, forward the completed voucher to the Treasurer **at least 48 hours in advance**.
- 4 Vouchers for yourself should be forwarded to the Treasurer within 14 days of incurring the expense. **Vouchers received outside of the 14 day period may be denied. If an extension is needed, please contact the Treasurer at claxtonptatreasurer@gmail.com.**
- 5 Vouchers for payments directly to a vendor must be submitted within 7 days of the expense being incurred.
- 6 Deadline for all expenses is **JUNE 15th** unless approved by the Treasurer. Fiscal Year End is June 30th - no payments should be processed after this time.
- 7 Paper copies of completed vouchers may be left in the front office of the school. Electronic copies of the vouchers and receipts may be forwarded in pdf format to claxtonptatreasurer@gmail.com.
- 8 Vouchers will be processed within 3 days of receipt. Please allow time for mailing. If you prefer to receive your check by another method, please contact the Treasurer.

NOTE: The PTA is tax-exempt. Please provide vendors with the tax-exempt form so that you will not be charged sales tax.

DATE REQUESTED: _____

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

PHONE # OR EMAIL ADDRESS: _____

SUBMITTED BY: _____

SIGNATURE OF REQUESTER: _____

ACCOUNT TO DEBIT	ITEMS PURCHASED	VENDOR/PLACE OF PURCHASE	INVOICE #	AMOUNT
TOTAL TO BE REIMBURSED				

TREASURERS NOTES	
Date invoice received:	_____
Date approved:	_____
Check #:	_____
Amount paid:	_____
Date mailed:	_____
Date entered in QB:	_____

REMARKS

APPROVED BY: _____

PRESIDENT OR ACTING BOARD MEMBER

DATE APPROVED

TREASURER OR ACTING BOARD MEMBER

DATE APPROVED