

BEAVER LAKE MIDDLE SCHOOL PTSA
REIMBURSEMENT VOUCHER FORM

INSTRUCTIONS: Please Complete and attach original invoices, receipts or billing statements. *Authorized signature can not be your own signature. It can be a Committee Chair, President or Vice President.

DETAIL OF EXPENSES:

Date: _____

Payment to: _____

Amount: \$ _____

Budget Category: _____

Description of Expense: _____

METHOD OF PAYMENT:

Mail to: _____

Put in PTSA In/Out Box:

Reimburse me at next meeting:

Other method of delivery (please explain): _____

SIGNATURE OF PERSON REQUESTING REIMBURSEMENT:

_____ Phone: _____

*AUTHORIZED SIGNATURE:

Name: _____

Treasurer's Use Only:
Check #:
Date:
Line Item #: