

# Amerman Elementary PTA Payment/Reimbursement Voucher

Date: \_\_\_\_\_ Submitted By: \_\_\_\_\_

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

Description of Items/Services Purchased: \_\_\_\_\_

Amount (Price): \_\_\_\_\_

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

Contact Email Address: \_\_\_\_\_  
(for questions and/or notify of payment) **(must be filled out)**

\*\*Please fill out this form COMPLETELY

\*\***Original** receipts, invoices or contracts must be attached to this form in order to be paid or reimbursed.

**(We cannot accept copies.)**

\*\*Please write descriptions on the receipts/invoices. If partial reimbursement is requested, please **circle those items and write the total dollar amount at the bottom of the receipt.**

\*\*Give this form along with attached documentation to Carrie Hurney, PTA Treasurer or place in PTA mailbox.

**\*\*DEADLINE FOR SUBMISSION IS MAY 15<sup>th</sup>, 2020**

\*\*Please contact Carrie Hurney with any questions or concerns: AmermanTreasurer@gmail.com

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**To Be Completed by Treasurer**

Amount Paid: \_\_\_\_\_ Check# \_\_\_\_\_ Date Paid: \_\_\_\_\_