



LAKE WILDERNESS
Parent Teacher Student Association

Reimbursement Request Voucher

This voucher is **ONLY** for use for actual reimbursement of items pre-paid by Lake Wilderness Elementary School staff or Lake Wilderness PTSA members in accordance with the current fiscal year budget. **Original receipts or invoices showing purchase price and method of payment MUST be attached and turned in to the Treasurer within 60 days of purchase.** All requests must be received by June 30th or it will be considered a donation to the PTSA.

Only current Lake Wilderness PTSA Executive Board members (President, Vice President, Treasurer, and/or Secretary) are authorized to enter into credit agreements for the purpose of purchasing items to be paid by LW PTSA. Invoices or purchase orders will only be paid with proper pre-approval. Expenses incurred without prior approval may become a personal expense and not be reimbursed by Lake Wilderness PTSA.

Requested by (print) _____

Mail Check? Yes No Address: _____
(Optional)

Classroom Teacher LWES Staff PTSA Board Member

Payable to _____ Phone (_____) _____

Date _____ Amount \$ _____

Explanation of expense(s) _____

Requested by (signature) _____

FOR TREASURER'S USE ONLY

Check Issued To _____

Budget account(s) to be charged _____

Check # _____ Check Date _____ Total Check Amount _____

Treasurer's Signature _____ Date _____