

Amerman Elementary PTA Payment or Reimbursement Voucher

Date: _____ Submitted By: _____

Committee/Event: _____

Description of Items/Services Purchased: _____

Amount (Cost): _____

Check Payable to: _____

Contact Email Address (required): _____

For questions and/or notification of payment

- Please fill out this form **COMPLETELY**
- **Original** receipts, invoices or contracts must be attached to this form in order to be paid or reimbursed – **copies will not be accepted**
- Please write descriptions on the receipts/invoices
- Give this form along with attached documentation to Tanya Edwards, PTA Treasurer or place in PTA mailbox

DEADLINE FOR SUBMISSION IS MAY 15ST, 2016

Contact Tanya Edwards with any questions: AmermanTreasurer@gmail.com

To Be Completed by Treasurer

Amount Paid: _____ Check# _____ Date Paid: _____