



Reimbursement Request Form

Please attach receipts/invoices to this form and return to the Voyager PTA mailbox in the front office of the school. If you need cash for making change at a PTA event, please submit your request at least 1 week prior to the event in order to give the Treasurer enough time to fill the request. Contact the PTA Treasurer with any questions at voyagerpta.treasurer@gmail.com.

Name: _____ **Date:** _____

Address: _____

Phone: _____

Email: _____

Program/Event: _____

Item	Purpose	Amount

Total Amount Requested: _____

How would you like to receive your reimbursement? (Check one)

Mail to me _____ Pick Up _____ Send home w/student _____
Student's name: _____
Teacher's name: _____

For Treasurer Use Only

Authorized by: _____

Date Check Written: _____ **Check Number:** _____

Account Posted: _____ **Date Posted:** _____
