

HAMLIN ELEMENTARY PTA
PAYMENT OR REIMBURSEMENT VOUCHER

1. Please fill out this form completely.
 - a. The signature of the Committee Chairperson is required unless this Voucher is submitted by Hamlin Staff for the payment of, or reimbursement for, field trips or other pre-approved expenses.
 - b. Receipts, invoices, or contracts must be attached to this form in order to receive payment or reimbursement. The receipts, invoices or contracts must contain a description of the items or events for which payment or reimbursement is sought.
2. Make and keep a copy of this Voucher and documentation for your records.
3. Place this form, with appropriate documentation, in the green "Treasurer's Folder" in the PTA mailbox (located in the Main Office).
4. The Treasurer's Folder will be collected by the Treasurer on the 1st and 15th of the month, with checks distributed shortly thereafter.

Thank you!

DATE OF REQUEST:	
DATE NEEDED (not necessary if this is a request for reimbursement):	
SUBMITTED BY: Name:	
Phone:	
E-mail:	
PAY TO THE ORDER OF:	
AMOUNT:	
DESCRIPTION OF EXPENDITURE (i.e. items purchased or name of event):	
COMMITTEE (if applicable):	
SIGNATURE OF COMMITTEE CHAIRPERSON (see above):	

 FOR TREASURER USE ONLY

DATE PAID ___/___/___

CHECK NO. _____

ACCT. _____