

RIDGECREST ELEMENTARY SCHOOL PTA 6.12.60 PTA REIMBURSEMENT VOUCHER

- Receipts **MUST** be submitted **within 14 days of event date** or before event.
- Please attach receipts/copies or invoices to this form. No receipt, no money.
- All contracts **MUST** be pre-approved by 2 board members prior to signing any contracts on behalf of Ridgecrest PTA. (ex. DJ for dance, Schoolkits, or other vendors)
- Lost checks will be re-issued minus the \$30 bank fee.
- Checks must be deposited within 14 days
- Leave filled out forms in PTA box or in treasurers file named "check request here".

Payable to: _____ Date: _____

Phone: _____ Committee: _____

E-mail: _____

Voucher submitted by (if different than payee): _____

Leave check for me to pick up at school in _____ PTA folder

PTA PURCHASES

Please list each retailer (Office Depot, Costco, etc.), a general description of the items purchased (poster board, cookies, etc.), and the total amount being submitted for payment.

Please note if you purchase an asset. Assets are inventory items, fixtures, machinery, or things we use for events- NOT disposable items, but things that can be re-used more than once (coffee machine, dishes, decorations, etc) .

Place of Purchase	Items/ Reason for purchase	Amount
		\$
		\$
		\$
		\$
		\$
		\$
Total		\$

Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

Treasurer's Notes:

Date rec'd: ___/___/___ Date paid: ___/___/___ Check number: _____ Check amount: \$ _____