

## Sunset Elementary PTA

### **REIMBURSEMENT VOUCHER FORM**

*Please attach receipts or bills to this form  
Not for Teacher Grants or Grade Level Enrichment  
**Please attach a stamped, self-addressed envelope***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of Bill: \$ \_\_\_\_\_

Committee/Office: \_\_\_\_\_

Budget Category (if known): \_\_\_\_\_

Explanation of Bill/Reimbursement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Submitting: \_\_\_\_\_

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### ***(For Treasurer's Use)***

Check Made Payable to: \_\_\_\_\_

Budget Category Charged: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_