Gatewood Elementary PTA
Reimbursement - Cash Voucher

For reimbursement, please fill out this form completely and attach all receipts or invoices. Keep copies for your records. If you need cash for making change at a PTA event, please fill out a "Cash Box Starting Inventory" form and provide the treasurer with one week notice prior to the event.

Please check appropriate box:

Reimbursement ☐ Cash ☐ Check to Vendor ☐

Move money between accounts (special situations) From _____ To _____

Date of Request _____ Date Needed _____

Amount Requested _____ Event/Committee _____

Make Check Payable to _____

Requested by _____

Signature _____

Committee Chair approval signature _____

You may use the same form for more than one receipt. If you have more than one receipt, please list seperately below:

Date	Description/Line Item Details	Amount

Please note: if there are no receipts, there will be no reimbursements.

For Treasurer's use only: Date Rec'd _____

Check # _____ Date Paid _____ Amount _____