

PENNY ROAD ELEMENTARY
PTA VOUCHER
Reimbursement or Payment Voucher

DATE SUBMITTED _____

SUBMITTED BY _____

COMMITTEE _____

PAYABLE TO _____

This is a _____ reimbursement _____ payment request

Mail to _____

or _____ deliver to my PTA folder at school office

AMOUNT \$ _____

PURPOSE

Special Instructions _____

Please attach original invoice or receipts and place in Treasurer's folder. Thanks!

For Treasurer's use only:

Date Paid: ____ / ____ / ____ Total Amount: \$ _____

Check #: _____ Sales Tax: \$ _____