

## Redmond Elementary PTSA 2.8.46

### **REIMBURSEMENT VOUCHER**

Use this form when you spent funds on behalf of PTSA and need to be paid back.

Use "Request for Funds" on back side if a vendor needs to be paid directly.

2009 – 2010 School Year

**Please staple receipts to this form; reimbursements cannot be made without a receipt.  
Please submit a separate voucher for each committee/activity**

Date of Request \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Amount Requested \_\_\_\_\_

Activity/Committee Line Item \_\_\_\_\_

Items Purchased \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where check is to be sent \_\_\_\_\_

**If you have any questions, please contact Kerry Lodge or Jill Rockafeld,  
PTSA Co-Treasurers @ [Treasurer@redmondelptsa.org](mailto:Treasurer@redmondelptsa.org).**

Treasurer's Use Only:

Date \_\_\_\_\_ Budget Line \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

## Redmond Elementary PTSA 2.8.46

### REQUEST FOR FUNDS

Use this form when a vendor needs to be paid directly.  
Use "Reimbursement Voucher" on back side if you spent funds on behalf of PTSA and need to be reimbursed.  
2009 – 2010 School Year

**Please staple vendor invoice or bill to this form.  
Please submit a separate request for each committee/activity.**

Date of Request \_\_\_\_\_

Check Payable to \_\_\_\_\_

Where check is to be sent \_\_\_\_\_

Amount requested \_\_\_\_\_

Date check is needed \_\_\_\_\_

Person requesting funds \_\_\_\_\_

Phone number \_\_\_\_\_

Activity/Committee/Line Item \_\_\_\_\_

Items purchased \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you have any questions, please contact Kerry Lodge or Jill Rockafeld, PTSA Co-Treasurers  
@ [treasurer@redmondelptsa.org](mailto:treasurer@redmondelptsa.org)**

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