

# TAG PTSA REIMBURSEMENT/DISBURSEMENT VOUCHER

**Original receipts and invoices must be attached. This voucher must be signed by you and by the officer or committee chair authorized to approve expenditures for *each* account to be charged. Submit the completed form to the treasurer.**

Expenditures in excess of the approved budget cannot be reimbursed. Generally, the PTSA does not reimburse sales taxes; provide the vendor with our sales tax exemption certificate at the time of purchase.

**Make Check Payable to** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

### List of Receipts/Invoices

Item	Place of Purchase	Amount
	/	/
	/	/
	/	/
	/	/
	/	/
	/	/
	/	/
	/	/
Total		_____

### Budget Account(s) to be Charged

Budget Account	Amount	
	/	
	/	
	/	
Total		_____

<b>Submitted by</b> _____ <div style="text-align: center; font-size: small;">Name</div>	_____ <div style="text-align: center; font-size: small;">Signature</div>
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### Authorizing Signatures

Name	Signature	Budget Account
	/	/
	/	/
	/	/

<b>Treasurer's Use Only:</b>	
Date received _____	Date paid _____
Original receipts attached (yes/no) _____	Check number _____
Budgeted funds available (yes/no) _____	Amount _____