

# BELLE AIRE PTA EXPENSE VOUCHER

Description	Allocate to Budget Line	Amount
TOTAL AMOUNT OF REIMBURSEMENT		\$

## ATTACH ALL INVOICES AND RECEIPTS

**MAKE CHECK PAYABLE TO:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

*Please Note: All Checks will be mailed unless prior arrangements have been made with the Treasurer*

REQUESTED BY \_\_\_\_\_ PHONE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

(Committee Chair)

- Complete this form in its entirety.
- Attach all invoices and receipts.
- Submit this form and supporting documentation to the Treasurer's mail folder within 30 days of the event.
- Reimbursements for multiple events/budget lines payable to a single Payee may be requested on a single Expense Voucher.
- Expense Vouchers must be approved by the Committee Chair.
- The PTA is a tax-exempt organization. There will be no reimbursement allowed for taxes paid. If you need a tax exemption authorization letter, one is available on the PTA Website or in the school office. **NO EXCEPTIONS!**
- A PTA Board Member Signature is required for approval of vouchers over \$1,000.
- **No Reimbursements will occur after July 1<sup>st</sup> for the previous school year expenses.**
- Questions should be directed to the PTA Treasurer listed in the Belle Aire School Directory.

**FOR TREASURER'S USE ONLY:**

CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

(PTA OFFICER)

**PLEASE TURN IN WITHIN 30 DAYS OF EVENT!!!**