

## Thurgood Marshall PTA Reimbursement Voucher

\*\*\* Please submit a separate voucher for each activity/project or vendor \*\*\*

<b>Make Check Payable to:</b>	<b>Amount Requested:</b>	<b>Treasurer's Use Only:</b>
<b>Please send via:</b> <input type="checkbox"/> <b>US Mail (provide mailing address)</b> <input type="checkbox"/> <b>Kid Mail (provide child's name &amp; teacher's name)</b> <input type="checkbox"/> <b>Office Mailbox</b>	<b>Type of Expense:</b> <input type="checkbox"/> <b>Classroom Grant</b> <input type="checkbox"/> <b>PTA Operations/Event</b> <input type="checkbox"/> <b>Other</b>	<b>Initials</b>  <hr/> <b>Check #</b>
<b>MAILING ADDRESS (if needed):</b>		
<b>Description/purpose of expenditure</b>		<b>Check Amount</b>
<b>Requestor's name &amp; Phone</b>	<b>Date of request:</b>	<b>Date Sent</b>
<b>Authorized Signature *:</b>	<b>Special Instructions:</b>	

Please place completed form with attached receipts in PTA Treasurer's Box in the work room. If there are no receipts attached, there can be no reimbursement. We strive for a timely reimbursement, but please allow at least one week for processing.

Questions? Contact the PTA Treasurer at [treasurer@tmlink.org](mailto:treasurer@tmlink.org).

- Authorized signature: The individual responsible for the applicable budget item should sign. In most cases, this should be a committee chair for general PTA funds or a teacher for Classroom Grants. Teachers may leave this blank to access funds from their own Classroom Grant, but should sign if they want funds from their account reimbursed to someone else who made a purchase on their behalf.