

**ENTERPRISE ELEMENTARY PTA
REQUEST FOR REIMBURSEMENT
or PAYMENT OF INVOICE
2009-2010**

1. Fill out a hard copy of this form OR fill out the text boxes in Word and PRINT.
2. Attach bill and/or receipts for purchases to this voucher for reimbursement.
3. Sign the form and remit to PTA Treasurer. (Note: This form helps ensure that monies are tracked correctly and are deducted from the proper PTA Budget line item)

Date:

Name:

Committee/Office:

Phone:

Amount of Bill:

ITEMIZED PURCHASES:

SIGNATURE OF PERSON SUBMITTING REQUEST: _____

DO NOT WRITE BELOW THIS LINE
TO BE COMPLETED BY TREASURER

Check Made Payable To: _____

Check Number: _____

Check Amount: _____

Check Date: _____

Line Item Applied to: _____

Treasurer's Signature: _____

(Bart McPeak or Michelle Carmel)