

Fairfield Woods Middle School

PTSA 2017-18

Expense Reimbursement Voucher

Thank you for submitting your expenses. In order to expedite your request, please submit all requests within **one month** of the expense.

- Complete all information
- Attach supporting documentation (receipts, invoices, etc.)
- Have your request approved by the President
- Submit to Treasurer, Darice Bochniak, in treasurer's mailbox in the FWMS mail room
- Questions? Contact Darice Bochniak (dariceb@optonline.net)

Date: _____ Amount: \$ _____

Committee/Budget Item:

Purpose/Description:

Requested by:

Phone: _____ E-mail: _____

Payable to:

Leave in Treasurer's mailbox for pick up Mail to:

Leave in my Staff Mailbox Other:

Approval: (President) (Treasurer)

.....This section to be completed by Treasurer.....

Budget Category: Date of Check Check Number: Amount of Check: