

# Fairfield Woods Middle School PTSA Expense Reimbursement Voucher for Anonymous Angels Fund

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.).
- Submit to Treasurer, Lisa English, in treasurer's mailbox in the FWMS mailroom or scan registers/documents with this reimbursement voucher to [lisaengl@gmail.com](mailto:lisaengl@gmail.com).

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Committee/Budget Item: ANONYMOUS ANGELS FUND

Purpose/Description of Expense(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Payable to: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Leave in Treasurer's mailbox for pick up | <input type="checkbox"/> Leave in my Staff Mailbox |
| <input type="checkbox"/> Mail to: _____                           | <input type="checkbox"/> Other: _____              |
| _____   | _____  |
| _____   | _____  |

Approval: \_\_\_\_\_ (President)  
                  \_\_\_\_\_ (Treasurer)

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

Budget Category: Anonymous Angels Fund  
Date of Check: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Amount of Check: \_\_\_\_\_