

Fairfield Woods Middle School PTA

Reimbursement/Payment Voucher 2019-2020

- Please complete all information
- Attach supporting documentation (receipts, invoices etc.)
- **Requestor** must sign this form
- **Committee Chair** must sign this form (if no Committee Chair or if Requestor is Committee Chair, then President or Co-President must sign)
- Submit to Treasurer (Lisa English) via Treasurer bin in main office or arrange alternative drop off. Email: lisaengl@gmail.com
- Please allow two weeks for reimbursement; if requiring immediate turnaround please contact Treasurer to coordinate timing
- Checks will be left in staff mailbox, treasurer's mailbox, or directly mailed to payee specified

Date: _____

Amount: _____

Payable to: _____

Purpose: _____

Requestor Signature: _____

Requestor's email address: _____

Receipts attached (if no, provide explanation): _____

Approval Signature: _____ (Committee Chair) (if no Committee Chair or if Requestor is Committee Chair then President or Co-President must sign)

Check one:

Please return check to Requestor

Please forward/mail check to Payee

Below for PTA Treasurer use only

President or Co-President review: _____