RICHLAND HIGH PTSA
REIMBURSEMENT VOUCHER

Complete the form below and remit to the Treasurer. Please attach receipts or invoices to this form: you MUST submit receipts for reimbursement.

If you need cash for making change at a PTA event, please give the treasurer at least one (1) week notice prior to the activity/project.

☐ Reimbursement, OR
☐ Cash (Date Needed: _______________)

Date of Request: _________________________  Amount Requested: $____________________

Committee (and Line Item, if different from committee name): ________________________________________

Purpose: ___________________________________________________________________________________

___________________________________________________________________________________________

Requested by: ____________________________________ Phone or Email _____________________

Signature: _______________________________________

Signature of Committee Chair (if requestor is different person) _________________________________________

_____________________________________________________________________________________________

TREASURER – Check number ____________  Check amount  __________________  Check Date ______________

Budget Line ____________________________________________________

OR ☐ Request Rejected, and reason ________________________________