



Please complete this form and staple your receipts to this voucher for approval. Place voucher along with receipts in an envelope labeled PTA Treasurer and place in the PTA Mailbox located in the Meadow Drive School office. You may also scan the voucher and your receipts and e-mail to: meadowdrtreasurer@gmail.com. Payments will be made on the 15th and 30th of every month.

Name: _____	E-mail Address: _____
Address: _____	
Telephone #: _____	Mail check: Yes or No
	If Yes, mail check to: Requestor or Vendor
	If No, pick up check from PTA President? Yes or No
Date Submitted: _____	Is this an Invoice?: Yes or No
	Check needed for day of event?: Yes or No
	If Yes, Date of Event: _____

<b>Reimbursement paid to:</b>		
Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____

EVENT	EXPENSE DETAIL	VENDOR	DATE	AMOUNT
<b>TOTAL AMOUNT DUE:</b>				

<b>For Treasurer Only:</b>
Date Paid: _____
Check Number: _____
Treasurer's Approval: _____

**Questions?: Please e-mail our treasurer at meadowdrtreasurer@gmail.com.**