

Meadow Drive PTA  
**EXPENSE VOUCHER**

Please complete this form for reimbursement or to request a vendor check. Scan the completed Voucher and your receipts and e-mail all the information to: **meadowdrtreasurer@gmail.com**. Payments will be made bi-weekly.

NOTE: Sales Tax cannot be reimbursed. Attached is a list of vendors that have our Tax Exempt information on file. Please contact the Treasurer/President if a Tax Exempt Form is needed.

Name: _____	E-mail Address: _____
Address: _____	
Telephone #: _____	Mail check: Yes or No If Yes, mail check to: Requestor or Vendor If No, pick up the check from the 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: _____

Reimbursement paid to:		
Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____

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

For Treasurer Only:
Date Paid: _____
Check Number: _____
Treasurer's Approval: _____

Questions?: Please e-mail [meadowdrtreasurer@gmail.com](mailto:meadowdrtreasurer@gmail.com)