

# Expense Reimbursement Form

## Swigert PTA

Expense Request Details – Use the table below to detail the expenses to be reimbursed. Receipts are **REQUIRED**.

Date	Description	Vendor	Amount

**Check Request Process:**

**An original invoice must be attached to this voucher.** The two documents comprise your Expense Reimbursement Form. Retain copies for your committee files. **Please notify Treasurer of expense submission: Carrie Schmeltekopf** at [treasurer@swigertpta.com](mailto:treasurer@swigertpta.com)

**The expense voucher must be approved by the committee chair.** It is the responsibility of the committee chair to ensure that the expense does not exceed budgeted amounts.

Place completed request in *purple* folder labeled “Expense” in the PTA Treasurer box in the school office.

Once your request is reviewed, a check will be cut and countersigned. It will be placed back in the *purple* folder in the PTA Treasurer box **for you to pick up** after the monthly PTA Meeting.

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Total Amount of Check \$ \_\_\_\_\_ Date Requested: \_\_\_\_\_

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

Mail Check to (only for outside vendors): \_\_\_\_\_

Committee/Event \_\_\_\_\_

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

Name (print): \_\_\_\_\_

Phone number: \_\_\_\_\_

**\*Approval, Committee Chair:** \_\_\_\_\_

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Treasurer’s Use: Date paid \_\_\_\_\_

Check # \_\_\_\_\_

Committee \_\_\_\_\_

Account \_\_\_\_\_