

Fruchthendler PTA Parent/Volunteer Reimbursement Voucher

Please attach all receipts(s)/documentation. Voucher must be completed, approved and signed by a Committee Chair or Executive Board member before it will be processed. Please submit to the Treasurer's folder in the Parent Room.

Date Requested: _____ Requested by: _____

Amount: _____

Date paid: _____ Check No.: _____

Payable to: _____ Phone: _____

Address: _____

Approved by: _____ (Committee Chairperson or Executive Board member, excluding Treasurer, must sign. Chairs are responsible for managing their budget.)

Purpose/Description: _____

Indicate budget category:

Fundraising expense

- _____ Book Fair
- _____ Donations
- _____ Fall Carnival
- _____ Firebird T-shirts
- _____ Membership
- _____ School Pictures
- _____ Silent Auction
- _____ Spell-a-Thon
- _____ Yearbook
- _____ Other: _____

Operating Expense

- _____ Office supplies
- _____ Computer Equip
- _____ Directory
- _____ Firebird Folders
- _____ Insurance/Bonding
- _____ Training/Tax Preparation/Bank Fees
- _____ Other: _____

Program expense

- _____ Art Show
- _____ Art Enrichment
- _____ Artist in Residence
- _____ Families Helping Families
- _____ Fifth Grade Party/Luncheon
- _____ Family Science Night
- _____ FUN Nite
- _____ Fun Run
- _____ Hospitality (food, special occasion)
- _____ Music Enrichment
- _____ Peace Patrol
- _____ Rodeo Breakfast
- _____ Safe Routes to School
- _____ Safety Patrol
- _____ Science Fair
- _____ Students Against Violence Everywhere
- _____ Spelling Bee
- _____ Talent Show
- _____ Teacher/Staff Appreciation
- _____ Technology Plan Support
- _____ Other: _____