

# Findley Oaks PTO **EXPENSE VOUCHER**

Please complete this reimbursement form for any expense incurred as a result of performing services for the Findley Oaks PTO.

Attach receipts. The total on the receipts must match the total requested on this voucher.

Submit form with receipts to the appropriate PTO VP for approval.

Reimbursement checks will be distributed on Wednesday for all Expense Vouchers (with VP approval and attached receipts) submitted to the President by 8:00 that Wednesday morning.

Your name: \_\_\_\_\_

Your email or phone number: \_\_\_\_\_

Budgeted area to be charged: \_\_\_\_\_

Explanation of Expense: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_

**Please choose how to receive your reimbursement check:**

(Note: In order to cut down on costs, checks are not mailed to home addresses.)

\_\_\_\_\_ Place in PTO mailbox for \_\_\_\_\_

\_\_\_\_\_ Other (Please explain) \_\_\_\_\_

**Your signature:** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

Please direct questions to [findleyoakspto@gmail.com](mailto:findleyoakspto@gmail.com)

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

President Authorization \_\_\_\_\_ Date \_\_\_\_\_

Vice President Authorization \_\_\_\_\_ Date \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Total Reimbursement: \_\_\_\_\_

Logged into Quickbooks: \_\_\_\_\_