

**Meridian Park Elementary PTSA
REQUEST FOR REIMBURSEMENT VOUCHER**

To be reimbursed by the Meridian Park Elementary PTSA:

1. Fill out this voucher, including authorization from committee chair.
2. Attach receipts to the back.
3. Put the voucher in the PTSA Treasurer's mailbox in the workroom.

Thank you!

Date: _____ Amount: _____

Check requested by: _____

Phone: _____ E-mail: _____

Check authorized by: _____

Check payable to: _____

Reimbursement for: _____

Committee or Grant Title: _____

Request check left in staff workroom box for pick-up

Request check returned c/o student: _____

Request check returned c/o teacher: _____

Request check mailed to: _____

Treasurer's Use Only

Date Paid: _____ Amount Paid: _____ Check Number: _____

Notes: _____
