

REQUEST FOR FUNDS

Use this form when a vendor needs to be paid directly.

Use "Reimbursement Voucher" if you spent funds on behalf of PTSA and need to be reimbursed.

Date of Request _____

Amount Requested _____

Check Payable to _____

Where check is to be sent _____

Date check is needed _____

Person requesting funds _____

Phone numbers _____ day _____ evening

Activity/Committee/Line Item _____

Items purchased _____

Signature of Person Submitting Bill _____

Please staple vendor invoice or bill to this form. Please submit a separate request for each committee/activity. Submit completed form to: Tesla STEM PTSA Treasurer. Place completed paperwork in the Tesla STEM PTSA drawer at the school.

If you have any questions, please contact Tesla STEM PTSA Treasurer at treasurer@teslastemptsa.org.

Treasurer's Use only:

Date _____ Amount _____ Check # _____ Ledger Account _____

REIMBURSEMENT VOUCHER

Use this form when you spent funds on behalf of PTSA and need to be paid back. Use "Request for Funds" if a vendor needs to be paid directly.

Date of Request _____

Name _____

Phone Number _____

Amount Requested _____

Activity/Committee Line Item _____

Items Purchased _____

Check Payable to Whom (Name/Company) _____

Signature of Person Submitting Bill _____

Signature of Committee Chair _____

Where check is to be sent _____

Reimbursements cannot be made without a receipt.

Please attach your receipt to this form and submit completed form to: Tesla STEM PTSA Treasurer. Place completed paperwork in the Tesla STEM PTSA drawer at the school. You may use the same form for more than one receipt if they are for the same project or committee. If you have expenditures for more than one project on one receipt, please copy receipt and highlight appropriate amounts for each project/committee and use separate reimbursement forms.

If you have any questions, please contact Tesla STEM PTSA Treasurer at treasurer@teslastemptsa.org.

Treasurer's Use only:

Date _____ Amount _____ Check # _____ Ledger Account _____