

**Twin Hickory Elementary PTA 2016 - 2017  
Voucher Request Form**

**\*\*All Requests Must Have Original Receipts and/or Invoices Attached \*\***

Date of request \_\_\_\_\_

Person requesting disbursement \_\_\_\_\_

Email of person requesting disbursement \_\_\_\_\_

Total amount of request \_\_\_\_\_

Reason for request \_\_\_\_\_

Budget line item to be debited \_\_\_\_\_

Check made payable to \_\_\_\_\_

Email address of payee \_\_\_\_\_

*\*Checks will be placed in the PTA file cabinet in the front office once processed. Please provide a valid email address so that the Treasurer may notify the person that the disbursement has been processed.\**

If the check needs to be mailed, please provide a complete mailing address:

\_\_\_\_\_  
\_\_\_\_\_

Is request in accordance with PTA budget? Yes / No

*\*Please note that all requests must be in accordance with PTA budget or be subject to non-reimbursement\**

Signature of Committee Chair (mandatory) \_\_\_\_\_

Signature of the Treasurer (mandatory) \_\_\_\_\_

Signature of the President (mandatory) \_\_\_\_\_

*For Treasurer use only:*

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

Amount \_\_\_\_\_

Date Issued \_\_\_\_\_

Voucher # \_\_\_\_\_