



REIMBURSEMENT VOUCHER

Please note:

Submit this form and receipts within 2 weeks of event ending. If PTG event, please place in PTG box in office for Treasurer sign-off. It will then go into the bill pay file for normal weekly processing, which occurs each Monday. Reimbursement checks typically would be available by end of day Tuesday. PTG expenses will not be paid without treasurer approval/signature.

Account/Activity/Event purchased for: _____

Date: _____

Total Cost of Purchases: _____

(Please attach receipts) _____

TOTAL: _____

If PTG Event
PTG Treasurer signature required: _____

Authorized By: _____

Principal

Reimburse to: _____
