

**MHS PTSA REIMBURSEMENT & DISBURSEMENT VOUCHER**

*The PTSA does not pay or reimburse for sales tax.*

*A tax exempt letter is available upon request.*

*(COSTCO does not accept tax exempt status letters, contact Treasurer for info.)*

Name: \_\_\_\_\_

Email Address and/or Telephone Number: \_\_\_\_\_

MHS PTSA Position & Event Name: \_\_\_\_\_ Date (s): \_\_\_\_\_

Approved by (VP or President if over \$500): \_\_\_\_\_

Circle One:                      *Reimbursement*                      *Direct Payment (payment made directly to vendor)*

Address check should be mailed to: \_\_\_\_\_

**The check should be made payable to (if other than the name above):**

***(please print clearly)*** \_\_\_\_\_

ITEM	PURPOSE OF EXPENDITURE	\$ AMOUNT \$

*Please feel free to use the back of this form if you need more space.*

<b>Total \$</b>
-----------------

- Attach all receipts to the back of this voucher.
- The PTSA doesn't reimburse for sales tax. Please request a tax exempt form BEFORE purchasing.
- Mail the voucher and receipts to **Patty Ramsay, 62 Maple Hill Dr., Larchmont, NY 10538**
- *Emailed Vouchers (w/ copies of receipts or invoices) are acceptable.*
- Contact Treasurer, Jessica, email at: mhsptatreasurer@gmail.com
- **PLEASE DO NOT LEAVE VOUCHERS/VENDOR INVOICES/RECEIPTS AT THE HIGH SCHOOL! Thank you!**

**Treasurer's Notes:** Receipts Received: \_\_\_\_\_ Date Paid/ Mailed: \_\_\_\_\_ Check #: \_\_\_\_\_ Initials: \_\_\_\_\_