***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)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ITEM | PURPOSE OF EXPENDITURE | $ AMOUNT $ |
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| **Total $** |

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

* 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, Patty, 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: \_\_\_\_\_\_\_\_***