

Evans Park PTA

Request for Payment Voucher Form

Please complete and return to PTA treasurer to receive a check – Remember to include invoice for **ORIGINAL** Receipt for reimbursements.

Date: _____

Requested by: _____

Phone Number: _____

Committee: _____

Make check payable to: _____

Address (Home or Vendor): _____

Amount of Check: _____

Please CHOOSE one:

_____ Request for Payment (Please attach invoice)

_____ Request for Advance (Please list expense estimates)

_____ Request for Reimbursement (Please list expenses occurred and include **ORIGINAL** Receipt)

Date Voucher is Received by Treasurer: _____

Check Number: _____

Date Check is Issued: _____

Signature of Recipient and Date: _____

Date Check Mailed & By Whom: _____