



Together we can make a difference

Bee Cave Elementary PTO

PTO REIMBURSEMENT VOUCHER

Guidelines:

- 1) You must attach receipts to be reimbursed.
- 2) If receipt includes personal expenses, highlight the PTO expenses.
- 3) Sales tax cannot be reimbursed.
- 4) Receipts are due the 1st Monday of the month and will not be reimbursed if older than 30 days.

Name: _____

Address: _____

Telephone _____

Date: _____

PTO Budget Line Item/Event: _____

If you are not sure what the PTO budget line item is for this purchase, please contact the PTO Treasurer. Also, if your invoice reflects more than one budget item, please identify each and the amount that should be applied to each.

<u>ITEM</u>	<u>PLACE OF PURCHASE</u>	<u>AMOUNT</u>

Total: _____

Reason for Purchase: _____

Date Paid: _____

Check #: _____

Amount: _____

Invoice Received: _____

PTO Committee Chair Approval (PTO Reimbursement): _____

****You must have an approval signature for payment to be processed****

PLEASE ALLOW 30 DAYS FOR REIMBURSEMENT