



VOLUNTEER

Reimbursement or Check Request

Today's Date:

Requester's Name:

Requester's Email:

VENDOR CHECK REQUEST

Check Payable to:

Mailing Address: (If check is to be mailed)

Procedure:

1. Attach copies of all receipts with this form. Indicate on the receipt the items for reimbursement.
2. Approval must be obtained by the committee Chairperson.
3. Approved requests are placed in the PTC Treasurer box in the office.

| Receipt Date Ex: 8/25/23 | Business Name Ex: Target | Expense Description Ex: Snails for observation, or, Fruit for the dessert bar | Amount Ex: \$34.25 |
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Approval by Committee Chairperson

Signature:

Chairperson Name:

Committee Name:

Total to be reimbursed

Need to ask a question?

Happy to help! Please send your question to:
SunsetRanchPTCTreasurer@gmail.com

For Treasurer's Use

Check Cleared Date:

Chart of Accounts Category Name:

Check Signer 1:

Check Signer 2: