

**Moore Middle School PTSA  
Check Request / Authorization for Payment**

**Request for Reimbursement of PTA Expenses**

(Complete in ink and retain a copy for your files)

A completed copy of this form with attached original receipts must be submitted to the Treasurer within 30 days of purchase in order to be reimbursed for expenses. Checks not cashed within 60 days will be void.

**Date Submitted:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Committee Name:** \_\_\_\_\_

**Vendor (Store Name):** \_\_\_\_\_

**Description of Purchase:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check Written to:** \_\_\_\_\_

**Total Check Amount:** \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

*Submit voucher by Friday prior to monthly PTA Meeting – Checks ready after meeting*

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**TREASURER SECTION**

**Budget Line Item:** \_\_\_\_\_

**Paid by Check #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Method of Delivery:** \_\_\_\_\_

**President's Signature:** \_\_\_\_\_

**Secretary's Signature:** \_\_\_\_\_

**Treasurer's Signature:** \_\_\_\_\_