



**Lakeland Central School District
Van Cortlandville Elementary School
PTA**



PTA Reimbursement Voucher

Please complete this form and attach the original receipt to it. You may put it in the "Treasury" mailbox in the Main Office or bring it to the next PTA meeting. All checks will be written as promptly as possible. If you have any questions please email me at: vancortptatreasurer@gmail.com

Thank you for your cooperation.

Neepa Biswas-Das-Treasurer

Receipts without vouchers filled out will not be reimbursed.

Name: _____

Payee name if different from above: _____

Address: _____

Phone number(s): _____

Email: _____

Date submitted: _____

Activity or purpose of money spent: _____

Amount requested if different than total on receipt:

Please remember to attach the receipt and many thanks for your work on behalf of the PTA and our children!