



**Ridgeview Middle School PTA**  
**PTA REIMBURSEMENT VOUCHER**  
 (Adopted from the Texas PTA Reimbursement Voucher)

MAKE CHECK PAYABLE TO: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL CHECK TO: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

<b>COMMITTEE BUDGET:</b>	<input type="checkbox"/> Watch DOGS	<input type="checkbox"/> Directory	<input type="checkbox"/> Volunteers	<input type="checkbox"/> Go GREEN
<input checked="" type="checkbox"/> <i>for budget purposes</i>	<input type="checkbox"/> Red Ribbon Week	<input type="checkbox"/> Membership	<input type="checkbox"/> Spirit Wear	<input type="checkbox"/> Box Tops
	<input type="checkbox"/> Administration	<input type="checkbox"/> RADICAL	<input type="checkbox"/> Contingency	<input type="checkbox"/> Student Recognition
	<input type="checkbox"/> Faculty Appreciation	<input type="checkbox"/> Dances	<input type="checkbox"/> Arts in Ed.	<input type="checkbox"/> _____

**NOTE:** Sales tax is not reimbursable by the PTA.  
 Please use the "Texas Sales and Use Exemption Certificate" when purchasing items on behalf of the PTA.

Committee/Event	Item	Place of Purchase	Amount
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
<b>TOTAL</b>			\$ _____

**IMPORTANT** - PLEASE ATTACH RECEIPT'S TO THE BACK OF THIS FORM. *Thank You!*

Remarks/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<p><b>AUTHORIZATIONS:</b></p> <p>Committee Chair Signature: _____</p> <p>Vice President: _____</p>
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<p><b>TREASURER'S NOTES</b></p> <p>Invoice Received: _____</p> <p>Date Paid: _____</p> <p>Check #: _____</p> <p>Split \$ :                      Yes or No</p> <p>Amount: _____</p> <p>Amount: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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