



Scouters Mountain Elementary
10811 SE 172nd
Happy Valley, OR 97086

Scouters Mountain Elementary PTA Reimbursement Voucher

Please use this form to itemize expenses.

When completed, return to the Treasurer for reimbursement. Thank you!

School Year: _____

Date Request: _____

Name of Purchaser: _____

Email or Contact Number: _____

Committee: _____

Items(s) Purchased: _____

Amount of Purchase: _____

Check Payable to: _____

____ mail check ____ deliver check to: _____

(address if necessary): _____

Signature of Purchaser: _____

Itemized Receipts:

- On your receipt, please circle or highlight the items pertaining to the reimbursement.
- On your receipt(s), please circle or highlight all items pertaining to the reimbursement, write total on the bottom of each receipt. Then add totals together and write this amount on the Amount of Purchase line above.
- Please **keep a copy of your receipts for your records.**
- See samples on back of form.

For Treasurer's Use Only

Date of Reimbursement: _____

Check #: _____ Expense/Revenue category: _____