

# PTA Funds

Each CLASS has a budget of \$50 from PTA for classroom party expenses for the ENTIRE SCHOOL YEAR.

Procedure for reimbursement for classroom party expenses is as follows:

PTA Voucher Form (see attached form) must be completed and submitted to the PTA Treasurer for reimbursement.

Receipts must be attached to the PTA Voucher Form. Each CLASS will be reimbursed a maximum of \$50 for the ENTIRE SCHOOL YEAR.

Only one Voucher Form per CLASS may be submitted (Room Reps may NOT each submit a separate Voucher Form).

PTA does NOT reimburse you for sales tax paid. PTA Sales Tax Exemption Certificate (see attached form) may be used while shopping so that you will not be charged sales tax.

**Please Note: Not all stores will accept this Sales Tax Exempt Certificate. If the store you shop at does not accept this Tax Exempt Certificate, and you pay the Sales Tax, PTA CAN NOT reimburse you for sales tax paid.**

Any questions regarding reimbursement procedures, please contact the PTA Treasurer.

# Garden Ridge PTA Voucher

Pay To:	Date:
Address:	Phone:
City, State:	Zip:

Account to Debit	Amount to Debit

Item Purchased	Place of Purchase	Amount

Total \$ \_\_\_\_\_

Submitted by \_\_\_\_\_

*Treasurer's Notes*

Date Paid \_\_\_\_\_

Check Number \_\_\_\_\_

Amount of Check \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

President's Signature \_\_\_\_\_