

TACKAN ELEMENTARY SCHOOL PTA CHAIRPERSONS' REPORT TO THE TREASURER

COMMITTEE NAME: _____

TOTAL BUDGET _____

CHAIRPERSON _____ **PHONE #** _____

Please keep accurate records of all expenditures for the event. Receipts must substantiate the items you are submitting for reimbursement. Please make certain you ask the Vendors to provide receipts. Label each form with the event and your name and forward to Craig Schwartz. Please call me at 724-3384 if you have any questions.

REIMBURSEMENT PAYABLE TO _____

ADDRESS _____

PHONE # _____

EXPENSES

Please itemize all expenses below. Please supply complete descriptions for item and purpose columns. Do not forget the vendor name. Prior to submitting for reimbursement from the Treasurer, this form and all receipts should be placed in an envelope. Retain a copy of this completed form and all receipts for the Committee folder.

<u>Date</u>	<u>Vendor Name</u>	<u>Item</u>	<u>Purpose</u>	<u>Amount</u>

Grand Total \$ _____

PAGE ___ OF ___