

**Osborn Hill School PTA**  
**Reimbursement/Payment Voucher 2019- 2020**

- Please complete all information
- Attach supporting documentation (receipts, invoices etc.)
- Requestor** must sign this form
- Committee Chair** must sign this form (if no Committee Chair or if Requestor is Committee Chair, then President or Co-President must sign)
- Submit to Treasurer (Janice Price or Juliette Tiriolo) via Treasurer bin in main office or by email ([janicecastonp@gmail.com](mailto:janicecastonp@gmail.com) or [jmunsh@yahoo.com](mailto:jmunsh@yahoo.com))
- Please allow two weeks for reimbursement; if requiring immediate turnaround please contact Treasurer to coordinate timing
- Checks will be delivered via backpack mail or directly mailed to payee specified

**Date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Payable to:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_

**Requestor phone # and oldest child's name/class:** \_\_\_\_\_

**Receipts attached (if no, provide explanation):** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_ (Committee Chair) (if no Committee Chair or if Requestor is Committee Chair then President or Co-President must sign)

**Check one:**

Please return check to Requestor

Please forward/mail check to Payee

Below for PTA Treasurer use only

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*Treasurer: attach check stub here*

President or Co-President review: \_\_\_\_\_