



Membership Matters
Fischer Middle School PTSA
Check Request or Reimbursement Procedures

Procedures for Check Request or Reimbursement

When purchasing items, we encourage you to use the tax exempt letter for Fischer Middle School PTSA, as most businesses will accept the tax exempt letter.

Complete the Check/Reimbursement Request form for all purchases. Be sure to sign the voucher and have your Standing Committee Chair sign the voucher. Submit the completed voucher long with an original invoice/receipt to the Treasurer within 30 days of the expenditure. **Funds will not be disbursed without an ORIGINAL invoice or receipt.**



Membership Matters

Fischer Middle School PTSA

Check Request or Reimbursement Procedures

Check/Reimbursement Request

Date: _____

Event: _____

Check Payable to : _____

Address : _____

Phone Number : _____

Signature of Person Requesting Reimbursement

Signature of Standing Committee Chair (may attach email approval)

Signature of President, Vice President or Treasurer

Please note: you may not approve your own expenses/purchases, approval is required from either the Standing Chair or an Executive Board member.

Attach all original receipts and/or invoices to this form and submit to the Fischer PTSA Treasurer

For Treasurer's Use Only:

Check# _____ Date ____/____/____