

Lees Corner Elementary PTA



Voucher for Reimbursement

Instructions for Requesting Reimbursement from Lees Corner Elementary PTA

1. Expenses incurred on behalf of the Lees Corner PTA by individuals, or invoices submitted by vendors for Lees Corner PTA sponsored events, are reimbursed and paid for by means of the Lees Corner Elementary PTA Voucher for Reimbursement.
2. Purchases made on behalf of the Lees Corner PTA are exempt from sales tax. To obtain the exemption, a Commonwealth of Virginia Sales and Use Tax Certificate of Exemption must be submitted one time to a vendor, who then retains it on file. Exemption certificates are available from the Treasurer, and on the Lees Corner Elementary PTA website. When making a purchase for the PTA, please request the exemption. If the vendor does not honor the exemption, please bring the matter to the attention of the treasurer. Please do not mix PTA and personal purchases in a single transaction.
3. One Voucher for Reimbursement form can be used for multiple purchases. Please group reimbursement requests by date and submit in a timely manner.
4. Staple cash register receipts or vendor invoices behind the upper right corner of the voucher.
5. Submit reimbursement requests to the Treasurer as soon as possible after incurring an expense. Every effort will be made to provide reimbursement within a week. Reimbursement forms can be placed in the Treasurer's folder in the main office of the school.

Payable To			
Date		Phone #	
Address			
Total Amount Requested		Number of Receipts Attached	
Purpose (briefly describe what was purchased and why)			

Signature of Person Submitting Request

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President

Treasurer

Date Paid _____

Check # _____

Amount _____