

Maple Grove PTA 2020-2021 Expense Voucher

Please complete and submit this form, with itemized bills/receipts attached within 30 days of incurring subject expenditures. The request form may be physically delivered to the Maple Grove Elementary office addressed to the PTA treasurer box or submitted electronically to <mailto:mgpta2020treasurer2@gmail.com>. If you have any questions please contact [Elizabeth Grevengoed](#) (303-579-4842) or [Nicole Howe](#) (303-345-7924).

REIMBURSE ___ VENDOR PAYMENT ___ MAIL ___ PICK UP ___

DATE REQUESTED: _____

PAYABLE TO (Name, email): _____

ADDRESS: _____

PHONE NUMBER: _____

ATTACH RECEIPTS (REQUIRED)

Date	Reimbursement Account (budget line item)	Description	Amount
TOTAL			\$

REQUESTED BY (name, email, phone if different from above):

TREASURER APPROVAL: _____ DATE: _____

DATE PAID: _____ CHECK #: _____ AMOUNT: \$ _____