



Bee Cave Elementary PTO & Staff
PTO REIMBURSEMENT VOUCHER

Use this form if you need to be reimbursed for an item you have already purchased (you must attach a receipt to be reimbursed).

Name: _____

Address: _____

Telephone _____

Date: _____

PTO Budget Line Item: _____

If you are not sure what the PTO budget line item is for this purchase, please contact the PTO Treasurer if you are with the PTO or the campus secretary if you are a staff member. Also, if your invoice reflects more than one budget item, please identify each and the amount that should be applied to each.

ITEM	PLACE OF PURCHASE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total _____

Remarks: _____

Date Paid: _____

Check #: _____

Amount: _____

Invoice Received: _____

Team Leader Approval: _____

Principal Approval: _____