



Bell Middle School PTA

PTA Expense Voucher/Check Reimbursement Request Form 2016 - 2017

Date Requested: _____ Total Amount Requested: _____

Check Payable to: _____

Phone/Email: _____

Mail Check to: _____

PTA Committee/Event: _____

Itemized Expenses:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Signature: _____ Date: _____

Comments: _____

- ❖ Bell Middle School PTA is a non-profit organization, **Tax Exempt Number #74-2241840**
- ❖ Please attach receipts and place in the PTA mailbox in the office of Bell Middle School or provide directly to Bell PTA Treasurer
- ❖ Please keep a copy for your records

For Treasurer's Use Only Paid Date _____ Check # _____