

REIMBURSEMENT VOUCHER

SCHOOL YEAR 2022 - 2023



- Event - Title: _____
- Teacher Allowance: _____
- Approved Budgeted Item: _____
- Mini-Grant - Contact: _____
- Art Docent Allowance - Volunteer Name: _____
Teacher: _____
- Other: _____

Purchased by: _____

Date of Purchase: _____

Summary of items Purchased:

	Purchase Amount	Company/Store	Brief Summary of Items
1	\$		
2	\$		
3	\$		
4	\$		
5	\$		
		Total Amount Requested	

* Original receipts must be attached

FOR TREASURER'S USE ONLY	
<input type="checkbox"/> All Receipt(s) Included	Total Number Receipts Included _____
Purchase Reviewed and Authorized By:	
Name: _____	Signature: _____
Date: _____	
Name: _____	Signature: _____
Date: _____	

Please address questions to BD PTO Treasurer Kristi Short: kristilshort@gmail.com or 206-390-9944