

Tackan Elementary School PTA

Chairperson's Report to the Treasurer

Committee Name: _____

Chairperson: _____ **Phone #:** _____

This is a Fundraiser and you are expected to generate \$_____ after expenses.

This is a Budgeted Expense. You have \$_____ to spend on this activity.

-Please keep accurate records of all expenditures for the event.
 -Original receipts must substantiate the items you are submitting for reimbursement.
 -Make sure you ask the Vendors to provide receipts.
 -Forward this completed form and all receipts to the PTA Treasurer.
Michelle Abola
21 Burgundy Ln
Nesconset, NY 11767
 michelleabola@gmail.com
 (C) 516-361-3741

Reimbursement Payable to: _____

Address: _____

Phone #: _____

Is this the Final expense for this committee?
Yes No

Expense Detail

Please itemize all expenses below. Please include complete descriptions for item and purpose columns. Do not forget the vendor name. Prior to submitting for reimbursement from the Treasurer, this form and all original receipts should be placed in an envelope.

Retain a copy of this completed form and a copy of all receipts for the Committee folder.

<u>Date</u>	<u>Vendor Name</u>	<u>Item</u>	<u>Purpose</u>	<u>Amount</u>

Approved: _____
 Check Number: _____ Date: _____
 Budget Code: _____

Grand Total \$ _____