

Tackan Elementary School PTA

Chairpersons Report to the Treasurer

Committee Name: _____

Total Budget: _____

Chairperson: _____ Phone #: _____

–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.

Christine Lipp
 28 Roy Drive
 Nesconset, NY 11767
cdlipp@pwc.com
 (C) 516-578-0967

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>

Grand Total \$ _____