

2021-22 SCARSDALE PT COUNCIL EXPENSE VOUCHER/REQUEST FOR REIMBURSEMENT

All Requests Must Be Received On or Before the Last Day of School
Contact the PT Council Treasurer at **ScarsdalePTCTreasurer@gmail.com**
if you have questions or if you need a tax exempt form.

1. All contracts must be approved and signed by the PTC President.
2. Clear all purchases/expenses in advance with the Committee Chair.
3. Complete the form below and attach receipts/invoices to this page. Receipts MUST show date incurred, the amount of the expense, and the items purchased.
4. Please use a tax exempt form for all purchases. **NO SALES TAXES WILL BE REIMBURSED.**
5. Complete a separate form for each vendor/person to be issued a payment.
6. Enclose a self-addressed stamped envelope and deliver to Stephanie Stern:
PTC Treasurer, 114 Brite Avenue, Scarsdale, NY 10583.

Date: _____
Name: _____
Phone number: _____
E-mail: _____
Make check payable to: _____
Send check to: _____

Amount of check: _____

Does your request include a payment to a single payee for \$600 or more (e.g., guest speaker)? Is this payee self-employed or unincorporated? If so, this person will receive a 1099-MISC and therefore you MUST provide the PTC with the payee's social security number or tax ID# and mailing address:

Tax ID/SS#: _____
Address: _____

Name of PTC Committee: _____
Committee Chair: _____

Description of each expense and event/reason associated with the expense, including cash tips:
Date: Amount: Purpose:

FOR TREASURER USE ONLY

Date: Check #: Amount: Payee: QB Account Name:
