

North Oldham Middle School



**“AUTHORIZATION *everychild.onevoice.®* FOR  
PAYMENT/REIMBURSEMENT”**

Payment/Reimbursement will be provided to authorized individuals for allowable items that are purchased during the 2021-2022 year’s budget. This form must be filled out entirely with original receipts attached. **Request for reimbursement must be submitted within 30 days of completion of event/activity.** The completed form should be submitted directly to Delaine Scandlyn, NOMS PTSA Treasurer 2021-2022, with a copy being given to the Vice President under whom your event/activity falls.

Event/Activity for which payment/reimbursement is being made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please be specific, ie.. what was purchased, student or teacher related.*

Check Paid to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**TO BE COMPLETED BY TREASURER:**

Expense Account: \_\_\_\_\_

Check Number: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Date Received: \_\_\_\_\_