

PTA EXPENSE REIMBURSEMENT/CHECK REQUEST

Place completed form in PTA Treasurer's file in Main Office

date: _____

Check should be made **payable to:** _____

For **total amount:** \$ _____ Sales tax is NOT reimbursable.

Requested by: _____

phone & email: _____

Check delivery: _____ pickup at school from Treasurer's file _____ mail to payee*

mailing address: _____

*Checks should be mailed only if absolutely necessary.
Please make every effort to pick up checks from Treasurer's file in Main Office.

Budget Line Item:	Program/Event:
<input type="checkbox"/> Ways & Means	_____
<input type="checkbox"/> Membership	_____
<input type="checkbox"/> Service	_____
<input type="checkbox"/> Educational Enrichment	_____
<input type="checkbox"/> Social	_____
<input type="checkbox"/> Administrative	_____
<input type="checkbox"/> Environment	_____
<input type="checkbox"/> Health & Safety	_____
<input type="checkbox"/> Public Relations	_____
<input type="checkbox"/> Other _____	_____

Please **itemize expenditures** and attach all receipts. Sales tax is NOT reimbursable.

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____

Program Coordinator/PTA Board **Approval:** _____
(signature/date)

For Treasurer's Use Only:

Issue date: _____

Check # _____

Check \$ _____

Budget Line Item:

- Ways & Means
- Membership
- Service
- Educational Enrichment
- Social
- Administrative
- Environment
- Health & Safety
- Public Relations
- Other _____

Program/event: _____

Budget data entry month: _____