

USE THIS FORM IF YOU ARE SEEKING REIMBURSEMENT

**Brier Elementary PTA
Request for Reimbursement**

All expenses must be approved by the Program Chair prior to them being incurred.

All steps MUST be completed before a check may be issued.

Step #1: Complete this form and attach supporting receipts or invoices for the amount requested.

Step #2: Obtain Program Chair's signature, which authorizes this expenses from the approved PTA Budget.

Step #3: Submit to the Treasure's mailbox (in the teacher work room) for review and approval within 60 days & no later than May 15th. Expenses occurring after May 15th will be approved on a case-by-case basis.

Date Submitted: _____ Phone Number: _____

Please Issue Check to: _____

Deliver Check via (select one): Office Mailroom _____ Mail using attached self-addressed envelope _____

FOR THE COST OF: _____ \$ _____

Description of Expenses
(Please attach Receipts) _____ \$ _____

TOTALS \$ _____

PROGRAM OR FUND RELATED TO THIS REQUEST (CIRCLE ONE)

SOCIAL EVENTS:

Monster Mash

Movie Night

Back to School

SCHOOL SUPPORT:

Bobcat Cave

Teacher/Staff Appreciation

Brainworks

Field Day

WATCH DOGS

Safety Patrol

Family Literacy Night

Book Fair/Library

FUNDRAISING:

Spring Fundraiser

Spirit Wear

ALLOWANCES:

Classroom

Specialist

Learning Support

Scholarships:

ADMINISTRATION

Copying/Paper/Supplies

Volunteer Appreciation

Hospitality/Childcare

Membership Campaign

Leadership Training

School Wide Grant:

Other: _____

PROGRAMS:

Art in Action

Garden Project/Club

Popcorn

REQUIRED APPROVAL SIGNATURES

The Program Chair is the person responsible for managing the approved budget funding this expense.

PROGRAM CHAIRS: Please record this expense request in order to track your committee expenses.

Program Chair Approval: _____
Signature Printed Name

Check #:
Date Issued:

Treasurer/President Approval: _____

Questions: Contact the PTA Treasurer at brierptatreasurer@gmail.com