



## VOLUNTEER REQUEST FOR REIMBURSEMENT OR PAYMENT

**INSTRUCTIONS:** Complete in blue or black ink. Attach receipts or purchase orders to the back of this form. Make a copy for your records. Place form in the PTA file cabinet in the folder marked "Treasurer" and email treasurer@meadowparkpta.com to let the treasurer know it is ready for pick up.

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CHECK AMOUNT: \$ \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

RETURN CHECK TO: ☐ PERSON REQUESTING CHECK ☐ MAIL IN ATTACHED ENVELOPE

NOTES: \_\_\_\_\_

### REASON FOR REQUESTING CHECK:

☐ **FUNDRAISING EVENT:**

\_\_\_\_ Family Fun Night  
\_\_\_\_ Jog-A-Thon

\_\_\_\_ Pancake Breakfast  
\_\_\_\_ Spirit Wear

\_\_\_\_ Other: \_\_\_\_\_

☐ **SUPPORT PROGRAMS:**

\_\_\_\_ ASSETS Supplies  
\_\_\_\_ Art Lessons  
\_\_\_\_ Art Supplies  
\_\_\_\_ Assemblies  
\_\_\_\_ Directory

\_\_\_\_ Field Trip (Grade\_\_\_\_)  
\_\_\_\_ Girl Stuff  
\_\_\_\_ Guy Stuff  
\_\_\_\_ Library - Book Fair  
\_\_\_\_ Red Ribbon Week

\_\_\_\_ Reflections  
\_\_\_\_ Sixth Grade Promotion  
\_\_\_\_ Talent Show  
\_\_\_\_ Yearbook  
\_\_\_\_ Other: \_\_\_\_\_

☐ **PTA OPERATING EXPENSE:**

\_\_\_\_ Insurance  
\_\_\_\_ Legislative Action

\_\_\_\_ Membership/Hospitality  
\_\_\_\_ Newsletter

\_\_\_\_ Operating Expense/Supplies  
\_\_\_\_ Other: \_\_\_\_\_

☐ **CASH ADVANCE:**

If you received a cash advance, identify amount received \$ \_\_\_\_\_, deduct the total amount of receipts attached \$ \_\_\_\_\_. Balance returned to PTA: \$ \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

DATE APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_

CHECK NO. \_\_\_\_\_

TWO REQUIRED SIGNATURES:

\_\_\_\_\_  
PRESIDENT/EXECUTIVE VICE PRESIDENT

\_\_\_\_\_  
TREASURER