



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: <input type="checkbox"/> PERSON REQUESTING CHECK <input type="checkbox"/> 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