



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 Treasurer's mailbox.

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:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Family Fun Night | <input type="checkbox"/> Pancake Breakfast | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Jog-A-Thon | <input type="checkbox"/> Spirit Wear | |

SUPPORT PROGRAMS:

- | | | |
|--|--|--|
| <input type="checkbox"/> ASSETS Supplies | <input type="checkbox"/> Field Trip (Grade ____) | <input type="checkbox"/> Reflections |
| <input type="checkbox"/> Art Lessons | <input type="checkbox"/> Girl Stuff | <input type="checkbox"/> Sixth Grade Promotion |
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Guy Stuff | <input type="checkbox"/> Talent Show |
| <input type="checkbox"/> Assemblies | <input type="checkbox"/> Library - Book Fair | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Red Ribbon Week | <input type="checkbox"/> Other: _____ |

PTA OPERATING EXPENSE:

- | | | |
|---|---|---|
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Membership/Hospitality | <input type="checkbox"/> Operating Expense/Supplies |
| <input type="checkbox"/> Legislative Action | <input type="checkbox"/> Newsletter | <input type="checkbox"/> 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	_____ SECRETARY	_____ TREASURER