

Check Request for Reimbursement or Payment

Any committee member (with committee chair approval) may submit a request for reimbursement when money has been spent on activities that have been included in the year's PTA budget.

Instructions: Complete the form, attach the receipts or invoice and put in the PTA Treasurer's mailbox in the office. All reimbursement checks require 2 signatures—checks will be written on a **weekly** basis & distributed either in person, by mail or you will find your check with Shereen North in the office unless you make other arrangements with the Treasurer **Sarah Wright**. If the check needs to be made to a third party please leave detailed instructions. Keep in mind we are tax exempt on many purchases and you may ask Sarah for a form!

All requests must be submitted no later than May 31, 2019!!

Date Submitted _____ Submitted by: _____

Committee: _____ Event: _____

Items/Services Purchased:

Included in budget and approved by committee chair? Yes _____ No _____

Receipts/Invoices attached? Yes _____ No _____

Phone # or email for questions: _____

\$ _____ Check Payable to _____

\$ _____ Check Payable to _____

**Special Instructions _____

FOR TREASURER:

Check Number: _____ Date Paid: _____

Category: _____

If not budgeted, approved by: _____