

# 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 Megan Diaz. 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 Megan for a form!

**All requests must be submitted no later than May 31, 2020!**

Date Submitted \_\_\_\_\_ Submitted by: \_\_\_\_\_

Committee: \_\_\_\_\_ Event: \_\_\_\_\_

Items/Services Purchased:

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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 \_\_\_\_\_

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FOR TREASURER: -----

Check Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Category: \_\_\_\_\_

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If not budgeted, approved by: \_\_\_\_\_