

Staple All Receipts Here.

< As neatly as possible without crossing the line.

- 1) Send to President for approval within 3 days of event.
- 2) Treasurer to create check & obtain President Signature.
- 3) Check will be forwarded to Requester

This box is to be filled by the Treasurer

Register Ref. #: _____

Check #: _____

Date: _____

Check Amount: _____

School No.6 PTA Reimbursement/Check Request Form

Requested by: _____ Date: _____
Signature

Amount: _____

Name Payable To: _____
Address or Student & _____
Teacher for backpack delivery _____

Reason for Check: _____

Budget Category (Event): *List total expenses per event/fundraiser*

Authorized by: _____
President's Signature

1) Within 3 days of event's closure, submit this to the President approval with all appropriate proof of purchases.

2) Treasurer will audit the accuracy of this reimbursement request before issuing you a check. Receipts, Invoices, Order Forms, etc must be attached.

Incomplete forms will not be accepted.