

Check #:	Date Paid:     /     /
<b>FOR TREASURER USE ONLY</b>	

**Request for Reimbursement or Payment**  
2020-2021 School Year

Make check payable to:

In the amount of: \$

Date submitted: \_\_\_\_\_

**Receipts must be submitted with this form.**

Any requests without receipts must be approved by the executive board at their next meeting and will be delayed.

Please be sure to fill in the exact name of the committee or budget line so that the expense can be recorded correctly.

Committee or Budget Line	Receipt/Invoice From (Walmart, etc)	Description of Expense or Items Purchased (craft, prizes, snacks, etc)	Amount
<b>TOTAL</b>			<b>\$</b>

Comments:

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Signature of person requesting reimbursement or payment

(Phone #)

Reimbursement checks will be written and placed in the PTA crate by the last day of the month they are submitted. If you would like to receive a check more quickly, please contact Courtney Roberts, Treasurer at [cjkroberts@gmail.com](mailto:cjkroberts@gmail.com).

**PLEASE ATTACH RECEIPT(S) TO THIS FORM.**