Reimbursement Request

INSTRUCTIONS: Complete form to authorization section. Attach sales receipts or invoices. Obtain authorization signatures from Committee Chair/Principal. Place request in PTA Treasurer's file in the school office. The Treasurer will date and sign the request upon receipt, obtain the PTA Presidents approval and write the reimbursement check.

Name of Account/Committee: _____ **Date:** _____

Your Name: _____ **Phone Number:** _____

Item Purchased	Purpose	Cost
	TOTAL:	

REIMBURSEMENT INSTRUCTIONS:

Make Check Payable to: _____

Send to: _____

_____

AUTHORIZATION: **(For PTA members, approval is required by the Committee chair. For Teachers, approval is required by the Principal. NOTE:** ***Checks cannot be written without authorization by Committee Chair/Principal.*****)**

Committee Chair/Principal: _____ **Date:** _____

PTA Treasurer: _____ **Date Received:** _____

PTA President: _____ **Date Approved:** _____

To be completed by PTA Treasurer:

Date Paid: _____ Amount: _____ Check Number: _____