

Request for Payment

Reimbursement Instructions

- All receipts must be submitted to the treasurer within 30 days of the event or purchase date.
- Attach **original** receipts to this form.
- Committee expenses must be part of a board-approved committee plan of action and payment requests must be signed by the committee chair.
- For "starter cash" the Committee/Activity is "CASH BOX". A check is issued to the person responsible for stocking the box. A count sheet must be completed by two PTA members at the start of the event.

Date: _____ Date required: _____

Requested by: _____ Email/Phone: _____

Pay to: _____ Amount: \$ _____

Payee email/phone: _____

Committee or activity: _____

Items or services purchased: _____

Check delivery:

Staff or committee mailbox (specify): _____

By mail (full name and address): _____

Approved by: _____

(signature of committee chair or board member)

For Treasurer's Use Only

Check Number: _____ Check Amount: \$ _____

Date Paid: _____ Account/Fund: _____

Payment from restricted fund

Entered into financial software

Vendor Invoice Number: _____

Budget lines and amounts: _____
