



**PTA REIMBURSEMENT REQUEST**

**2007-2008**

**Please complete the top portion of the form. Be sure to attach receipt(s). TREASURER MUST HAVE RECEIPT(S) TO REIMBURSE! Submit your request to your PTA Oversight Officer for first approval. It will be forwarded to a PTA Co-President for final approval. Requests will be forwarded to the Treasurer for payment.**

**Date Request Submitted:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

**Payable to: Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Please notify when completed by:**

**Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**AMOUNT: \$** \_\_\_\_\_

**Committee/Purpose:** \_\_\_\_\_

**Your Signature** \_\_\_\_\_

Please mail my check:  
YES \_\_\_\_\_  
NO \_\_\_\_\_

|                                    |             |                         |             |
|------------------------------------|-------------|-------------------------|-------------|
| <b><u>APPROVAL SIGNATURES:</u></b> |             |                         |             |
| _____                              | _____       | _____                   | _____       |
| <b>PTA OVERSIGHT OFFICER</b>       | <b>DATE</b> | <b>PTA CO-PRESIDENT</b> | <b>DATE</b> |

**FOR TREASURER'S USE ONLY:**

Check # \_\_\_\_\_ Date: \_\_\_\_\_

Date check was: Delivered to school \_\_\_\_\_ Mailed: \_\_\_\_\_

Charged to budget item: \_\_\_\_\_