

PAYMENT REIMBURSEMENT & CHECK REQUEST FORM

How to Fill out an Expense Report

1. Use the excel spreadsheet to type the information, or print legibly

2. Name / PTA position - write your name and position.

3. Address - The purpose is to let the treasurer know how to get the reimbursement to you, either by mail, classroom, your child, etc.

4. Date - The date of expenditure

5. Budget Category - Which line on the budget does this purchase go against

6. Item Purchased - What items did you purchase.

7. Amount - How much did you spend.

8. You may include multiple receipts on one expense report.

9. Add your purchases up, and staple your original receipts to the back of this form

10. Give to treasurer.

11. Checks are written during PTA meetings. From here, the treasurer writes the check, fills out the bottom of this form, and creates the check in PTA-EZ. The reimbursement then needs approval by the President or VP.

All expenses need to be approved by VP prior to submission.

All expenses must be turned in by the June 30th in order to be reimbursed.

Check Payable To: _____

Leave in office

Your Name: _____

Mail

Mail To: _____

Telephone: _____ Email: _____

Attach original receipts/invoice to this form. One receipt per line

| Date | Budget Category | Items Purchased | Amount |
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Total

Your Signature: _____

For PTA Treasurer Use:

Budgeted Expense _____ Association Vote Date: _____

| Check Number | Check Amount | Check Date |
|--------------|--------------|------------|
| | | |

President's Signature: _____ Date: _____

VP Signature: _____ Date: _____

Secretary Signature: _____ Date: _____