

Reimbursement request form

Whittier International Elementary School PTA

Instructions (form can be downloaded and completed electronically for automatic adding)

- 1) Be certain your expenditure was pre-approved or an eligible budgeted expense*
- 2) Complete sections 1 and 2
- 3) Print form (if completed electronically), complete section 3
- 4) Place form and original receipts (keep a copy for your records) or invoice in a white 9 X 12 envelope (obtain from treasurer's mail box in office)
- 5) Label envelope: "PTA Treasurer" and place in PTA Treasurer mail box

* Sales tax is not eligible for reimbursement. The PTA has a tax exempt number. Please use this for purchases. Forms can be downloaded in the PTA section of the website or found in the treasurer's mail box in the office.

Section 1. Contact information - please print

Name:

PTA member

AND/OR

Teacher / staff

Email:

Section 2. Reimbursement details

You may submit multiple reimbursements on one form. Please specify type and provide details.

<input checked="" type="checkbox"/> Type	Details	Amount
Teachers / Staff		
<input type="checkbox"/> Supplies (not text books)		
<input type="checkbox"/> Field trip		
<input type="checkbox"/> Other (must meet guidelines)		
PTA (see budget for approved line items / sub-categories)		
<input type="checkbox"/> Advocacy		
<input type="checkbox"/> Communications / events		
<input type="checkbox"/> Education / outreach		
<input type="checkbox"/> Fundraisers		
<input type="checkbox"/> Overhead / operations		
<input type="checkbox"/> School programs		
<input type="checkbox"/> Other		

Total amount requested:

Section 3. Your signature and date

Signature:

Date:

Section 4. PTA office use only

Approved by:

Approved amount:

Disbursement date:

Check #: