PUESTA DEL SOL ELEMENTARY PTA REQUEST FOR REIMBURSEMENT / PAYMENT

•Please fill out form completely and attach all **original** receipts:

•Option 1: Have committee chair/VP sign the printed form. Put signed form and original receipts in mailbox for Payables Treasurer.

•Option 2: Email completed form to committee chair/VP. Once they approve via email, put signed form, printed copy of committee chair/VP's approval and original receipts in mailbox for Payables Treasurer.

•**Please submit one form per activity**. For example, you may submit one form for multiple Walkathon expenses. But if you have Walkathon and Yearbook expenses, you must submit two Reimbursement Requests.

•Reimbursement / payment request must be submitted within the school year that the expense is incurred.

•Allow one week to process request.

Date:

Requested by: Phone:

Check Payable to:

Approved by (Committee Chair or Supervising VP):_____

Check Delivery Method:
  □ Put check in PTA / Staff box
  □ Mail to address:

Item Description	Event/Budget Category	Amount
		$
		$
		$
		$
		$
		$
	Total:	$