



2011-2012 REQUEST FOR REIMBURSEMENT OR PAYMENT

Date Request Submitted: ____/____/____ Date Needed: ____/____/____

Requested By: _____ Phone: (____) ____-____

Payable To Name: _____

Address: _____ Zip Code: _____

Phone: (____) ____-____ E-Mail: _____

INSTRUCTIONS and PROCEDURE:

- Complete this form and staple *original* receipts, bills and other appropriate documentation to the back of this form. More than one receipt can be submitted on the same form.
- Please use the Tax Exempt Form when making purchases so that you are NOT charged sales tax. As a nonprofit organization, we are exempt from sales tax.
- Normal processing time is 7-10 days for the processing and signatures of a check. In order to speed up the process, let the Treasurer know if there is an urgent check request.
- Expenses beyond the "budget" will NOT be reimbursed without approval of the PTA Executive Board.
- All lost checks are subject to a \$35 stop payment fee.

TYPE OF REQUEST (check one):

- Reimbursement for PTA expenditures, when you have spent your own money.
 Payment of a bill/invoice from a vendor or supplier for PTA expenses.

QUANTITY	DESCRIPTION OF ITEM	COMMITTEE/ PURPOSE/ EVENT	AMOUNT	TAX (if you did NOT use your Tax Exempt Form)	TOTAL

GRAND TOTAL DUE: \$ _____

FOR PTA USE ONLY:

PTA President Signature: _____ Date: _____
 PTA Treasurer Signature: _____ Date: _____
 Check# _____ Date: ____/____/____ Amount: \$ _____
 Charged to Budget Item: _____ Code: _____ Input Into: Excel Quicken

ALL REIMBURSEMENTS MUST BE SUBMITTED BY THE LAST DAY OF SCHOOL (NO EXCEPTIONS)!!!

ALL CHECKS MUST BE CASHED AND CLEARED BY REPUBLIC BANK BY OR BEFORE JUNE 30TH, 2011 OR THEY WILL BE NULL AND VOID!!!