

**DAVIDSEN MIDDLE SCHOOL PTSA
Request For Payment/Reimbursement**

To: Treasurer, Davidsen Middle School PTSA

Please prepare a check in the amount of : \$ _____

Payable To: _____

- | | |
|---|---|
| <input type="checkbox"/> Mail check to address on invoice | <input type="checkbox"/> ACH Debit (Treasurer Only) |
| <input type="checkbox"/> Return check to me | <input type="checkbox"/> Transfer |

Charge To: _____
(Budget Category)

Attach ALL receipts, and include explanation in space below. If more than one category is being reimbursed in a single receipt please explain below. Requests without BOTH explanation and receipts will be returned for resubmission:

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Please keep a copy for your records.

For Treasurer Use:

Budget Category 1: _____	Amount: _____
Budget Category 2: _____	Amount: _____
Budget Category 2: _____	Amount: _____
	Total: _____

Check Number: _____ Date Paid: _____ Date Posted: _____