

MEADOW PARK PTA REQUEST FOR REIMBURSEMENT OR PAYMENT

INSTRUCTIONS: Complete in blue/black ink. Attach receipts or purchase orders to the back of this form. Make a copy for your records. Place form in the PTA Treasurer's mailbox.

Date: ____ / ____ / ____

Amount of Check: \$ _____

Make Check Payable to: _____

Requested by: _____

Return check to: _____ Person requesting check _____ Mail in the attached envelope

Notes: _____

REASON FOR REQUESTING CHECK:

Budget Category:

___ **Fundraising Event:**

- | | | |
|-----------------------|-----------------------|-------------------|
| ___ Jog-A-Thon | ___ Gift Wrap | ___ T-Shirt Sales |
| ___ Ice Cream Social | ___ Pie Sales | |
| ___ Corporate Program | ___ Pancake Breakfast | ___ Other: _____ |

___ **Support Programs:**

- | | | |
|-----------------------------|----------------------------|---------------------------|
| ___ ASSETS Supplies | ___ Laminator Film/Service | ___ Reflections |
| ___ Art Lessons | ___ Library | ___ School Beautification |
| ___ Art Supplies | ___ Library - Book Fair | ___ School Supplies |
| ___ Assemblies | ___ Mother/Daughter Tea | ___ Science Discovery Day |
| ___ Directory | ___ Meadow Park Revue | ___ Sixth Grade Promotion |
| ___ Field Trip (Grade ____) | ___ PE Programs | ___ Yearbook |
| ___ Guy Stuff | ___ Red Ribbon | ___ Other: _____ |

___ **PTA Operating Expense:**

- | | | |
|----------------------------|------------------------|---------------------------------|
| ___ Insurance | ___ Legislative Action | ___ Operating Expense /Supplies |
| ___ Membership/Hospitality | ___ Newsletter | |

Cash Advance:

If you received a cash advance, identify amount received: \$ _____
 Deduct the total amount of receipts attached: \$ _____
 Balance returned to PTA on _____ \$ _____

Date Approved: ____ / ____ / ____

Check No. _____

SIGNATURES: (Two required)

President

Secretary

Treasurer