

## Caddo Magnet High School PTSA Check Request/Reimbursement Form

In order to maintain accurate records, this reimbursement form must be completed for each PTSA expense. All receipts for the expense must be attached to this form and returned to the PTSA Treasurer as soon as possible after the event. Forms and receipts may be placed in the Treasurer's drawer in the School Office.

Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Requested by: \_\_\_\_\_

Expense Date	Item and Explanation for Reimbursement	Amount

**Total    \$\_\_\_\_\_**

*(Please Print)*

Make check payable to: \_\_\_\_\_

Check should be given/mailed to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED BY TREASURER:**

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$\_\_\_\_\_