

Check Request/Expense Reimbursement Form North Street School PTA

Note: Fund disbursement can require up to 2 weeks to process. Emergency requests for funds in less than 2 weeks will be handled on an ad hoc basis but cannot be guaranteed.

Today's Date (include year) _____ **Date of Event/Expenditure** _____

Committee _____

Activity/Budget line item _____

(please ensure this is an approved PTA budget item)

Payment Type (you must check one)

Direct Payment to Vendor (attach bill/invoice with address clearly shown)

Reimbursement (attach all itemized receipts)

PayPal

Cash Advance for Event

Check payable to: _____

Delivery Method: Mail to: _____

Folder: _____

Description (attach all itemized receipts)

Amount
(no sales tax)

_____	_____
_____	_____
_____	_____

TOTAL _____

Budget Status (you must check one)

Within Current Budget OR Pre-approved by VP or Co-President

Submitted by: print: _____ sign: _____

Approved by: print: _____ sign _____

(must be VP or Co-President)

If amount is more than \$1,000, Co-President approval _____

If the payment is for services, not goods, please attach a completed and signed W-9.