

Request for PTA Reimbursement/Payments

Updated (August 29, 2018)

Please use this form to request a check for direct payment or for reimbursements:

Payable to: _____

Requested by: _____ Phone No: _____

Date of request: _____ email: _____

Place check in school mailbox

Mail to _____

Send home with my child: Child's name _____

Teacher _____

| Description of Expense (enclose/attach receipts) | Amount |
|--------------------------------------------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Requested _____

Items approved by Principal (if applicable) _____ Date _____

Approved by PTA executive board member: _____

Receipts must be attached or a written explanation must be provided.

If your request is associated with a program, please indicate which one:

- | | | | |
|---------------------------------------|----------------------------------------------|-----------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Movie Night | <input type="checkbox"/> Bingo Night | <input type="checkbox"/> Birthday Board | <input type="checkbox"/> Skate Night |
| <input type="checkbox"/> Craft Night | <input type="checkbox"/> International Night | <input type="checkbox"/> Variety Show | <input type="checkbox"/> 5th Grade Recognition |
| <input type="checkbox"/> Health Week | <input type="checkbox"/> Staff Appreciation | <input type="checkbox"/> Field Day | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Other: _____ | | | |

Return form to: PTA Mail Box in the front office, Attn. Treasurer PTA or email a .pdf (not jpeg) of this form and all receipts to treasurer@greenwood-pta.org

It may take up to 4 weeks to get a reimbursement from the PTA. Thank you for your time and patience as we require to signatures on checks. EIN 52-1348216

NOTE: **Deadline** to submit request is 30 days after the school year ends. No reimbursements will be made for expenses from the previous school year.