

Strandwood PTA Check Request/Reimbursement Form

Instructions:

1. Complete this form.
2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form.
3. It is important to make copies of all receipts and this completed form for your records.
4. Please drop off this form and receipts to the Completed Reimbursement Folder in the PTA Box in the copy room of the office.

THANK YOU!

Date: _____

Make check payable to: _____

Please select delivery method:

- Left in accordion file in copy room of the office.
- Teacher Box
- Mail to:

Address: _____

Event/Purpose of expenditure:

Description of Expenses	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Treasurer's Record: Check # _____ Date _____