



# GATEWOOD ELEMENTARY PTA REIMBURSEMENT FORM

For reimbursement please fill out this form completely and attach all receipts or invoices. Keep copies for your records. If you need cash for making change at a PTA event, please fill out a "Cash Box Starting Inventory" form and give the treasure at least one week notice prior to your event.

REIMBURSEMENT     CASH     CHECK TO VENDOR

MOVE MONEY BETWEEN ACCOUNTS: (eg: from auction pay Script)    FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ EVENT/COMMITTEE: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

COMMITTEE CHAIR APPROVAL SIGNATURE: \_\_\_\_\_

You may use the same form for multiple receipts. If you have more than one receipt, please list separately below:

DATE	DESCRIPTION/LINE ITEM DETAILS	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How would you like to receive your reimbursement?

DELIVER TO SCHOOL     MAILED     OTHER \_\_\_\_\_

Mailing address (if applicable): \_\_\_\_\_

\* Please note: If there are no receipts, there will be no reimbursements.

<b>FOR TREASURER'S USE ONLY</b>		<b>DATE RECEIVED:</b> _____
<b>CHECK #:</b> _____	<b>DATE PAID:</b> _____	<b>AMOUNT:</b> _____