



GREENE PTA CHECK REQUEST

REIMBURSEMENT
 CHECK TO VENDOR
 ADVANCE

The PTA can pay for most school related items to empower and support the membership with skills in advocacy, leadership, and communication to positively impact the lives of all children. The PAUSD K through 12 staffing policy prohibits the PTA from funding staffing expenses during school hours. The PTA can fund staffing expenses before school, after school and during lunch provided that they do not supplant normal curriculum.

Requestor's Name _____

Requestor's PTA Position (if applicable) _____

Requestor's Phone Number _____

Requestor's Email Address _____

Requestor's Signature _____

Date _____

Reason for Expenditure _____

Budget Category _____

Signature of approver (event chair, VP, etc.): _____ **Date** _____

Before submitting this form please check the following:

- Gather receipts and documentation
- Ensure all items are clearly labeled, dated and legible and marked appropriately if there are multiple receipts
- If possible tape small receipts to letter size paper; attach supporting material to the back of this form
- Complete the expense summary below; show any advance as a negative item
- Place the completed form and supporting material in the Treasurer's box in the school mail area

Date	Payee	Description	Amount
			\$
			\$
			\$
			\$

TOTAL \$

The check should be made out and mailed to: (Please print)

Check Recipient's Name _____

Check Recipient's Email Address _____

Check Recipient's Phone Number _____

Check Recipient's Street Address _____

Check Recipient's City _____

Check Recipient's Zip Code _____

For Treasurer's Use Only

President's Signature: _____ Date: _____

Secondary Signature: _____ Date: _____

Check Number Amount Date Written Date Sent