

**BTK-8 PTA CHECK/REIMBURSEMENT REQUEST PROCESS & FORM**

Reimbursement Process:

1. Program Chair/Coordinator must approve expense prior to submitting check/reimbursement request.
2. Complete all items below.
3. Completed form and receipts are **required** for all check/reimbursement requests.
4. Email completed form with receipts to [treasurer@broadviewthomsonpta.com](mailto:treasurer@broadviewthomsonpta.com)  
(Only electronic submissions will be accepted)
5. Check/reimbursement requests are processed monthly and will be available following the monthly PTA Board Meeting  
(For 2015-2016 school year the Board meets the 2<sup>nd</sup> Tuesday of every month)
6. RUSH or EXPEDITED requests, please contact the PTA Treasurer directly to make special arrangements

Date:	Name:	Email/Phone:
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Item(s) Purchased	PTA Budget Account (see below)	Cost
<b>TOTAL</b>		

Make check payable to: \_\_\_\_\_

Check one:

- Place in my mail box.
- Mail check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

Major budget items listed below reference.

**PTA Administrative:** Constant Contact, Insurance, Technology, Board Discretionary  
**Community Building Events:** Multicultural Night, Sock Hop, Art Appreciation, Middle School Dances.  
**Fundraising Events:** Auction, Tree Farm, Fundraising Expenses.  
**Student Programs/Special Events/Projects:** Arts Enrichment, Assembly, Staff Appreciation, 5<sup>th</sup>/8<sup>th</sup> Grade Graduation, Playground, WITS.  
**Teacher Support/Administration Funding:** Classroom Grants, PE, Front Office, Counselor, Administration, Nurse, Library.

For questions, please contact the PTA Treasurer at [treasurer@broadviewthomsonpta.com](mailto:treasurer@broadviewthomsonpta.com)

***FOR PTA TREASURER USE ONLY***

Check # \_\_\_\_\_ Payment date: \_\_\_\_\_ Account: \_\_\_\_\_