

BTK8 PTA REIMBURSEMENT/PAYMENT REQUEST FORM

Reimbursement/payment request process:

1. The relevant budget item coordinator must approve the expense prior to submitting a reimbursement/payment request.
2. Complete all items below.
3. A completed form and receipts are **required** for all reimbursement/payment requests.
4. Email the completed form with receipts (for reimbursements) or invoices (for payments) to treasurer@broadviewthomsonpta.com. Only electronic submissions will be accepted.
5. All reimbursement/payment requests for the 2017-2018 financial year must be made by **June 8, 2017**, except when expenses are incurred after that date **and** prior arrangements with the PTA Treasurer have been made.
6. For expedited requests, please contact the PTA Treasurer directly to make special arrangements.

Date:	Name:	Email/Phone:
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Expense description	PTA budget item (see below)	Cost
TOTAL		

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, 5th/8th 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.

FOR PTA TREASURER USE ONLY

Check # _____ Payment date: _____ Account: _____