

BROADVIEW-THOMSON PTA REIMBURSEMENT/PAYMENT REQUEST FORM

Reimbursement/payment request process:

- 1) For teacher classroom expenses, no approval is required. For all other expenses, the relevant budget item coordinator must approve the expense prior to submitting a reimbursement/payment request. The name of the budget item coordinator for an expense can be obtained by emailing the PTA Treasurer at treasurer@broadviewthomsonpta.com.
- 2) A fully completed form and receipts are **required** for all reimbursement requests.
- 3) A fully completed form and invoice are **required** for all payment requests.
- 4) Email the fully completed form with receipts or invoices to the PTA Treasurer at treasurer@broadviewthomsonpta.com. **Only emailed forms will be accepted.**
- 5) All reimbursement/payment requests for the 2018-2019 financial year must be made by **Friday, June 7, 2019**, 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	Cost
Total:		

Make check payable to: _____

Check one:

- Place in my mailbox
- Mail check to: _____

Special instructions: _____

For questions, please contact the PTA Treasurer at treasurer@broadviewthomsonpta.com.

FOR PTA TREASURER USE ONLY

Check # _____ Payment date: _____ Account: _____