

Broadview-Thomson PTA Reimbursement & Payment Request

Date:	Full Name:
Mailing Address (include street, city, state and zip code):	
Email:	Phone:

OK to text? **Y / N**

Expense Description	Budget Category	Amount
	Total	\$

Comments:	
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Process

1. Approvals
 - a. No approval required for teacher classroom expenses
 - b. For all other expenses, get pre-approval from the Budget Item Coordinator
 - i. Email treasurer@broadviewthomsonpta.com if you need the name/contact information of a Budget Item Coordinator
2. Documentation required
 - a. For reimbursements
 - i. This form
 - ii. Attached receipt
 - b. For payments
 - i. This form
 - ii. Attached invoice
3. Deadline for requests - Reimbursement and payment requests for the 2019-2020 school year must be made by Friday, June 5, 2020, except when expenses are incurred after that date **AND** prior arrangements with a PTA Treasurer have been made.
4. Questions? Email treasurer@broadviewthomsonpta.com