

Highland View Elementary School PTA

Reimbursement /Check Request Form

Date Paid _____

Check # _____

Cash

Check Request Process:

1. Obtain necessary approvals for expense
2. Fill out HVES PTA Check Request Form
3. Ensure Program/Activity for expense are listed below
4. Attach Receipts
5. Place completed form in the PTA Drawer in the HVES Mail Room or hand deliver to PTA Treasurer.

Check Processing:

- Checks are processed & mailed/hand delivered within 30 days.
- Questions: Contact PTA Treasurer Pam Wertz

Request Date: _____

Requested By: _____

Requestor's Phone #: _____

Make check payable to: _____ **Payees' Phone #** _____

Mail check to this address: _____

Requestor's Signature _____ **Approved by:** _____

EXPENSE DESCRIPTION	PROGRAM/ACTIVITY	Receipts Attached?	AMOUNT
TOTAL AMOUNT OF REQUEST			
TOTAL SALES TAX AMOUNT PAID			

Additional Comments: _____

Budgeted Activities/Programs		
<p>Activities & Programs Ice Cream Social School Environment - Clean Up Plant Sale Bing Night Movie Night Carnival Health & Wellness Flu Clinic Health Fair Spirit Clothing International Night Reading/Math Night</p>	<p>Teacher Support Programs Staff Appreciation Week Staff Appreciation Cards and Gifts Sunshine Crew Activities PTA Granting Wishes</p> <p>Student Support Programs Art to Remember After School Programs Safety Patrol Support School Supplies 5th Grade Promotion Cultural Arts Assemblies Field Trip Support Year End Activities</p>	<p>Communications PTA Directory Volunteer Initiatives Meet and Greet - Teachers/Parents Meeting Costs - Babysitting/Supplies</p> <p>G & A PTA Operating Supplies PTA Membership Training - Conference- Meetings Misc G & A Expenses</p>