

COUGAR RIDGE ELEMENTARY PTSA

REIMBURSEMENT/CHECK REQUEST FORM

Please attach a receipt or invoice to this form. This will enable the PTSA to keep complete records of the amounts spent from our approved budget. All forms must have your signature and the signature of either the VP in charge of your committee or the President.

Teachers, please have your expenses approved by the Principal. All reimbursements should be submitted no later than **June 5th** for payment by end of current fiscal year.

PAYABLE TO: \_\_\_\_\_

COMMITTEE/BUDGET: \_\_\_\_\_

ITEMIZATION OR EXPLANATION OF HOW MONEY WAS SPENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT DUE: \$ \_\_\_\_\_ DATE: \_\_\_\_\_ NEEDED BY: \_\_\_\_\_

SIGNATURE OF PERSON SUBMITTING \_\_\_\_\_

APPROVAL BY VP/PRESIDENT/PRINCIPAL \_\_\_\_\_

**TREASURER'S USE ONLY:**

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Delivery Date:

Delivered: Box \_\_\_\_\_ By Hand \_\_\_\_\_ Mail \_\_\_\_\_

Budget Category Account Information:

\_\_\_\_\_