

COUGAR RIDGE ELEMENTARY PTSA

REIMBURSEMENT/CHECK REQUEST FORM

Please attach 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 _____