

EXPENSE REIMBURSEMENT / CHECK REQUEST FORM

GENERAL INSTRUCTIONS / NOTES:

- Complete one form for each check to be issued
- The PTA wants to pay your claim as quickly as possible – but it does have a review and approval process that it MUST follow to comply with PTA regulations. Please allow 10-14 working days to process your check request.

STEP 1. ACCOUNT TO CHARGE *(please check one)*

- PTA Expense**
For all regular PTA business expenditures
- Enrichment Funds for Teacher** _____
- Other Account (For Principal use only)**

STEP 2. TYPE OF CLAIM *(please check one)*

- Reimbursement**
Money has already been spent for this claim.
Attach your original receipt for reimbursement.
- Advance Check Request**
No money has been spent yet. Attach an invoice, quote or other documentation from vendor to verify amount of claim

STEP 3. CONTACT INFORMATION

Please complete all information – we use this info to contact you with questions and to expedite delivery of your check!

Name: _____	Date: _____	Phone or email: _____
Make check payable to: _____		
Send check to (address): _____		

STEP 4. CLAIM DETAILS

Name of Vendor	Description of expense or event	Amount
Page 2 subtotal, if necessary		
Total Claim Amount		

Please continue on second page as needed

STEP 5. SUBMISSION AND APPROVAL PROCESS

PTA Expenses	Enrichment Fund				
1 Hand in completed form to an Office Administrator at Montclair Elementary School Office.	2 Form must be approved by Principal Saddler and ONE of the following PTA Board Members: <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;">President Alice Hansen</td> <td style="width:50%; vertical-align: top;">Executive VP Leslie Sullivan</td> </tr> <tr> <td style="vertical-align: top;">Recording Secretary Kourtney Wilson</td> <td style="vertical-align: top;">Financial Secretary Paul Gately</td> </tr> </table>	President Alice Hansen	Executive VP Leslie Sullivan	Recording Secretary Kourtney Wilson	Financial Secretary Paul Gately
President Alice Hansen	Executive VP Leslie Sullivan				
Recording Secretary Kourtney Wilson	Financial Secretary Paul Gately				
3 After form is approved, PTA Treasurer will process the check and deliver it per your instructions above					

APPROVALS:

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

