Staple receipts to back

JORDAN PTA CHECK REQUEST
☐ REIMBURSEMENT ☐ CHECK TO VENDOR

PTA can pay for most school related items to empower and support the membership with skills in advocacy, leadership, and communication to positively impact the lives of all children. The PAUSD K through 12 staffing policy prohibits the PTA from funding staffing expenses during school hours. The PTA can fund staffing expenses that do not supplant curriculum before school, after school and during lunch.

Before submitting this form please check the following:

- Gather receipts and documentation.
- Ensure items are clearly labeled, dated, legible and marked if you have multiple receipts.
- Attached supporting materials behind this form
- Complete the summary and obtain signature approval in the form below.
- Place this in the Treasurer's box in the school mail area.

Date	Payee	Description (ex. "food for VTP lunch")	Amount
			$
			$
			$
			$
			$
			$
			$

Total $ _____

_____

Date Needed

Reimbursement check should be made out and mailed to: (Please *print*)

_____ _____ _____

Name Phone Email

_____ _____ _____

Address City Zip

Committee/Dept Chair Name, Signature _____

Phone _____

For Treasurer's Use Only

Check # *Date Written* *Budget Category*