

Strandwood PTA Check Request/Reimbursement Form

Instructions:

1. Complete Form (Date, Payee, Delivery Method & Address, Event/Program, Email Address, Description of Expense, Total Expense).
2. Attach receipts, highlight relevant reimbursement items and verify that the amount matches the total requested on the form.
3. Make copies of all receipts and this form for your records.
4. Place in the Treasurer's Box in the Copy room in the office.
5. Any questions, please email treasurer@strandwoodpta.org.

Thank you!

Date: _____

Make Check Payable to: _____

Email address: _____

Please select delivery method:

- Leave in accordian file in copy room of the office
- Teacher Box
- Mail to:

Address: _____

Event/Program/Purpose of expenditure: _____

Description of Expense	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Treasurer's Record: Check #: _____ Amt.: _____ Date: _____