

**Stanley Middle School PTA
Reimbursement Request Form**

1. **PARENTS:** Please fill out form & have signed by a PTA Committee Chair/Coordinator.
TEACHERS: Please have your form signed by the Principal BEFORE submitting for reimbursement.
2. Attach original receipts. Reimbursements cannot be made without supporting documentation.
3. Make a copy of your receipt(s) and reimbursement form and keep for your records.
4. Turn in your paperwork to the PTA Treasurer's mailbox in the Stanley office.
5. While check requests are issued regularly, all expenditures require two PTA officer signatures and take several days to process. Please plan accordingly!

SUBMITTED BY: _____ DATE: _____

CHECK PAYABLE TO: _____ PHONE: _____

MAIL TO: _____

SPECIAL INSTRUCTIONS: _____

Itemized Expenditures:

DATE	EXPENSE CATEGORY	DESCRIPTION	\$ AMOUNT

Chair/Principal Approval: _____ **TOTAL: \$** _____

President: _____ Check #: _____

Secretary: _____ Date Paid: _____

For Internal Use Only Date Ratified: _____