

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: _____
<i>For Internal Use Only</i>	Date Ratified: _____