

Request for Payment/Expense Reimbursement

BLMS PTSA 2.6.33

Reimbursement Instructions

- All receipts must be submitted to the treasurer within 60 days of the event or purchase date. All requests must be received by June 15.
- Attach **original** receipts to this form.
- Committee expenses must be part of a board-approved committee plan of action and payment requests must be signed by the committee chair.
- For "starter cash" the Committee/Activity list "CASH BOX" and reason needed. A check is issued to the person responsible for stocking the box. A count sheet must be completed by two PTA members at the start and end of the event.

Date: _____ Date required: _____

Requested by: _____ Email and Phone: _____

Pay to: _____ Amount: \$ _____

Payee email and phone: _____

Committee or activity: _____

Items or services purchased: _____

Check delivery:

- Staff or committee mailbox (specify): _____
- By mail (INCLUDE SELF-ADDRESSED, STAMPED ENVELOPE): _____

Approved by: _____

(name and signature of committee chair or board member)

For Treasurer's Use Only

Check Number: _____ Check Amount: \$ _____

Date Paid: _____ Account/Fund: _____

Payment from restricted fund

Entered into financial software

Vendor Invoice Number: _____

Budget lines and amounts: _____
