

PACIFIC PTA 2016-2017
PAYMENT/REIMBURSEMENT REQUEST
INSTRUCTIONAL MATERIALS ONLY

Final Deadline to submit: June 1, 2017

Grade: _____ Date Submitted: _____

Submitted by: _____

Payee: _____

(Insert name here if Payee is different from person submitting the form)

Disposition of Check (mark with "X"): Office Mail

Address for Mailing: _____
(Person and/or Company Name)

(Address)

Purpose of Expenditure: _____

Item/Event/Activity		Amount
Total Amount		

List the teachers to whom this expense should be allocated (if applicable):
(For tracking Instructional Materials budgets only – the check will be paid to person on payee line.)

GUIDELINES

- The Instructional Materials funds are provided by the Pacific PTA to pay for classroom materials for which the District will not provide. Please do not use this budget if the District will provide or pay for the items
- Please obtain an approval signature from the Principal *before* submitting your reimbursement request to Treasurer
- **ATTACH ORIGINAL RECEIPTS AND PROOFS OF PAYMENT** (if applicable)
- Submit *signed and complete* request to Faye Cavanaugh to PTA Treasurer cubby in the school office
- If urgent, contact Faye Cavanaugh via e-mail at freilani.cavanaugh@gmail.com

Principal Approval: _____
(REQUIRED Signature)