

**PACIFIC PTA 2017-2018**  
**PAYMENT/REIMBURSEMENT REQUEST**  
**INSTRUCTIONAL MATERIALS ONLY**

Final Deadline to submit: June 1, 2018

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 Angie Olmos to PTA Treasurer cubby in the school office
- If urgent, contact Angie Olmos via e-mail at [angieschool17@gmail.com](mailto:angieschool17@gmail.com)

Principal Approval: \_\_\_\_\_  
(REQUIRED Signature)