

**PACIFIC PTA 2016-2017**  
**PAYMENT/REIMBURSEMENT REQUEST**

Final Deadline to submit: June 1, 2017

Budget Category: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_ E-mail: \_\_\_\_\_

Payee: \_\_\_\_\_

If outside vendor: Insurance info collected? Yes  No

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

Address for Mailing: \_\_\_\_\_

(Person and/or Company Name)

(Address)

Purpose of Expenditure: \_\_\_\_\_

Item/Event/Activity		Amount
<b>Total Amount</b>		

**GUIDELINES**

- Expenses in excess of \$250 require pre-approval by committee chair(s).
- Please have your request signed by your committee chair and the PTA Board member who oversees your committee/activity *before* submitting to Treasurer.
- Teachers -- please obtain approval from the Principal.
- Submitted expenses that exceed the approved budget may not be reimbursed. Please monitor on-going event and program costs vs. budget carefully to ensure reimbursement can be made in a timely manner. *Leave nothing blank. Consult PTA Volunteer Handbook (located on Pacific website) for reimbursement/payment policy.*
- **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](mailto:freilani.cavanaugh@gmail.com)

Committee Chair Approval: \_\_\_\_\_  
(REQUIRED Signature)

PTA Board Approval: \_\_\_\_\_  
(REQUIRED Signature)