

PACIFIC PTA 2017-2018
PAYMENT/REIMBURSEMENT REQUEST

Final Deadline to submit: June 1, 2018

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
Total Amount		

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

Committee Chair Approval: _____
(REQUIRED Signature)

PTA Board Approval: _____
(REQUIRED Signature)