



JHS PTSA 7.3.95

REIMBURSEMENT/PAYMENT REQUEST FORM

This form enables the treasurer to pay expenses correctly and is a record of our expenditures. It protects all of us and must be completed for all payment requests.

- *Attach original invoices or receipts (REQUIRED for payment)*
- *Do not include any personal expenses on a receipt being reimbursed by the JHS PTSA*
- *Reimbursement deadline is June 15*

AMOUNT OF REQUEST: _____

DESCRIPTION OF EXPENSE: _____

MAKE CHECK PAYABLE TO: _____

EMAIL or PHONE #: _____

REQUESTED BY: _____ DATE REQUESTED: _____

ACTIVITY (Budget Account): [If dividing between multiple budget lines, please indicate the amount for each.]

- | | | |
|--|---|---|
| ☐ Administrative supplies & copies | ☐ Incorporation/Solicitation fees | ☐ Shoe Fund donation (Everett Council) |
| ☐ Citizens for Everett Public Schools | ☐ Insurance | ☐ Staff appreciation |
| ☐ Clothes for Kids donation | ☐ Legislative Assembly | ☐ Student club grants |
| ☐ Cocoon House donation | ☐ Membership incentive expense | ☐ Summer board transition/retreat mtg. |
| ☐ Convention Scholarship donation | ☐ Membership subsidy (restricted) | ☐ Treasurer Software |
| ☐ Counselor grants | ☐ Operation School Bell donation | ☐ Website/domain registration |
| ☐ Everett PTSA annual fee | ☐ Reflections | ☐ WSPTSA Convention/ALL |
| ☐ Family Advocate grants | ☐ School & Classroom grants | ☐ WSPTA individual awards (GA/OE/OA) |
| ☐ Givebacks transaction fee | ☐ Senior class parent group donation | ☐ WSPTA/NPTA/Council member fees |
| ☐ Hope Creek Foundation donation | ☐ Senior scholarships | ☐ Other _____ |

METHOD OF RECEIVING CHECK:

- ☐ Next Meeting/In Person ☐ Mail: _____
☐ Pick up _____

PTSA President, Vice President, Treasurer or Committee Chair Authorization REQUIRED:

Person being reimbursed CANNOT sign this authorization — must be someone NOT receiving funds.

AUTHORIZED NAME (Print): _____

AUTHORIZED SIGNATURE: _____

DATE AUTHORIZED: _____

FOR TREASURER USE:

DATE REC'D: _____ BY: _____ CHECK #: _____
(Initials)

☐ ENTERED IN MONEY MINDER: _____ DATE PAID: _____
(Date)