



Reimbursement/Check Request Form

Treasurer 2017/18: Jamie Heisler Ibrahim – Jamie_heisler@hotmail.com – 404-405-1399

PLEASE INCLUDE ALL RECEIPTS/INVOICES OR NO REIMBURSEMENT

Date: _____ **Check made out to:** _____

Requestor Name: _____

Requestor Phone and/or Email: _____

Purpose: _____

Budget Categories - Enter dollar amount in each category that applies.

Programs Expenses:

\$ _____ 5 th Grade Promotion	\$ _____ Ice Cream Social
\$ _____ Author In Residence	\$ _____ Kindergarten Reading
\$ _____ Boo Hoo Yahoo! Breakfast	\$ _____ Matoaka Dads
\$ _____ Computer Programs	\$ _____ Reflections
\$ _____ Cultural Arts	\$ _____ School Musicals
\$ _____ Family Fun Nights	\$ _____ Student Competitions
\$ _____ Field Day	\$ _____ Teacher Appreciation Week
\$ _____ Garden	\$ _____ Teacher Gifts
\$ _____ Healthy Lifestyles	\$ _____ Veterans Day
\$ _____ Hospitality	\$ _____ Wedge

Fundraising Expenses:

\$ _____ Box Tops	\$ _____ Spring Festival/Carnival
\$ _____ Shopping Programs	\$ _____ Walk-a-Thon
\$ _____ Merchandise	

Other PTA Expenses:

\$ _____ Bulletin Board/Publicity	\$ _____ School Directory
\$ _____ Insurance	\$ _____ Supplies/Admin
\$ _____ Management Software	\$ _____ Training/Conferences
\$ _____ Membership	\$ _____ Yearbook
\$ _____ National & State Dues	
\$ _____ PTA Council Dues	

Total Reimbursement Check Amount \$ _____

Delivery Method: Mailing Address – if you would like it mailed, please include a self-addressed stamped envelope; Folder Name; Pick up at next PTA Meeting or **O**ther instructions –

TREASURER USE ONLY: Check # _____ Paid Date: _____