



MATOAKA ELEMENTARY SCHOOL PTA

HOME OF THE CARDINALS



REIMBURSEMENT/CHECK REQUEST FORM

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:

- | | |
|-----------------------------------|------------------------------------|
| \$ _____ Author In Residence | \$ _____ Hospitality |
| \$ _____ Bulletin Board/Publicity | \$ _____ Matoaka Parents |
| \$ _____ Cultural Arts | \$ _____ Reflections |
| \$ _____ Family Fun Nights | \$ _____ Student Competitions |
| \$ _____ Garden | \$ _____ Teacher Appreciation Week |
| \$ _____ Grandparents' Day | \$ _____ Veterans Day |
| \$ _____ Healthy Lifestyles | \$ _____ Yearbook |

Fundraising Expenses:

- | | |
|----------------------------|--------------------------|
| \$ _____ Box Tops | \$ _____ Spirit Nights |
| \$ _____ Merchandise | \$ _____ Spring Carnival |
| \$ _____ Shopping Programs | \$ _____ Walk-a-Thon |

Other PTA Expenses:

- | | |
|--|----------------------------------|
| \$ _____ 5 th Grade Promotion | \$ _____ PTA Council Dues |
| \$ _____ Admin Expenses/Software | \$ _____ New FY Startup Expenses |
| \$ _____ Back to School Night | \$ _____ School Beautification |
| \$ _____ Computer Programs | \$ _____ School Gifts |
| \$ _____ Insurance | \$ _____ School Musicals |
| \$ _____ Membership/Local Dues | \$ _____ Training/Conferences |
| \$ _____ Membership/Nat'l-State Dues | \$ _____ Wedge |

Total Check Amount \$ _____

Delivery Method: (1) **Mailing** – If you would like it mailed, please include a self-addressed stamped envelope; (2) **Folder** – If you would like it left for you at school, it will be in the Reimbursement Folder in the bottom of the PTA File Cabinet; or (3) **Meeting** - Pick up at the next PTA Meeting.

TREASURER USE ONLY: Check # _____ Paid Date: _____