

Ella Baker PTSA

Check Request & Reimbursement Form

Submit or send questions to Treasurer (Treasurer@EllaBakerPTSA.org)

Person Submitting:	Date:
Phone:	Email:

TO RECEIVE FULL REIMBURSEMENT:

- ALL RECEIPTS MUST BE SCANNED AND EMAILED TO TREASURER@ELLABAKERPTSA.ORG
- REIMBURSEMENT REQUESTS SHOULD BE SUBMITTED WITHIN 30 DAYS
- ELLA BAKER PTSA RESERVES THE RIGHT TO DECLINE TO REIMBURSE EXPENSES THAT ARE NOT SUBMITTED BY **SECOND WEEK OF JUNE** OF THE CURRENT SCHOOL YEAR.

Make Check Payable to:

Name:

Address:

Return Check Via: please indicate

School MailboX (for Staff and PTSA Board)

In-Person Deliver (for PTSA)

☐ Mail to Home Address

Amount:

Budget Category:

Explanation for Check or Reimbursement:

Signature of Person Submitting :

Signature of Authorized Approver :

(VP or Committee Chair for budget category being used or co-president, as applicable)

Printed Name and Title of Approver :

For Treasurer Use Only:

Check Amount: _____ Check Date: _____ Check Number: _____

Budget Category : _____

Treasurer's Signature: _____