

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 <input type="checkbox"/> Mail to school <input type="checkbox"/> Mail to home address <input type="checkbox"/> Other _____
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Amount:	Budget Category:
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Explanation for Check or Reimbursement:

Signature of Person Submitting :	
Signature of Authorized Approver : <i>(VP or Committee Chair for budget category being used or co-president, as applicable)</i>	
Printed Name and Title of Approver :	

For Treasurer Use Only:

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

Budget Category : _____

Treasurer's Signature: _____