

Staple receipts to back

# KPKG PTA Check Request Form



Reimbursement

Check to Vendor

Kings Park/Kings Glen



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Before submitting this form please check the following:

- Request is for expenses associated with a single event or budgeted expense.
- Receipts, invoices, and packing and shipping documentation are attached.
- Items are clearly labeled, dated, legible, and marked (if you have multiple receipts).
- Information is complete with the signature, date, and phone of the person to be reimbursed.
- Submit the completed form to responsible PTA Officer or the PTA box at either Kings Park or Kings Glen.

Event/Budget Name \_\_\_\_\_

Event Date \_\_\_\_\_

Date	Payee	Description (ex. "pizza for Movie Night")	Amount	Budget Category
			\$	
			\$	
			\$	
			\$	
			\$	
<b>Total</b>			\$	

**Underwritten expenses donated by PTA member or vendor:**

(no receipt is necessary, this is for budget planning purposes only. These can be submitted anonymously.)

Amount: \_\_\_\_\_

Reimbursement check should be made out and mailed to:

**PLEASE PRINT CLEARLY:**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Special Instructions / Notes:

\_\_\_\_\_  
\_\_\_\_\_

Requested By:

Printed Name \_\_\_\_\_

Phone number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Treasurer Use Only)

Check date \_\_\_\_\_ Check # \_\_\_\_\_ Voucher # \_\_\_\_\_ Rcvd date \_\_\_\_\_