

Staple receipts to back

KPKG PTA Check Request Form



Reimbursement

Check to Vendor

Kings Park/Kings Glen



everychild.one voice.®

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
			\$	
			\$	
			\$	
			\$	
			\$	
Total			\$	

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 _____