

School Support Request Form



_____ Check to Vendor

PTA[®]

everychild.onevoice.®

Kings Park School Support

School Year:

Kings Glen School Support

School Beautification

Date	Payee	Description (ex. "pizza for Movie Night")	Amount

Before submitting this form please check the following:

- Receipts, invoices, and packing and shipping documentation are attached

Total

\$

Before submitting this form please check the following:

- 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.
- If sending electronically, please provide receipts digitally. No need for paper copies.
- Questions: Email kpkgtreasurer@gmail.com

Reimbursement check should be made out and mailed to:

PLEASE TYPE OR PRINT CLEARLY:

Name _____

Email _____ Phone number _____

Phone number

Address _____ City _____ State _____ Zip _____

City

State

Zip

Special Instructions / Notes:

Requested By:

Printed Name _____ Phone number _____

Phone number

Signature _____ Date _____

Date _____

(Treasurer Use Only)

Check date	Check #	Voucher #	Rcvd date
------------	---------	-----------	-----------