



PTSA Reimbursement Request 2017-2018

* NEW ONLINE OPTION *

Send a picture of your receipt(s) to lakptsatreasurer@gmail.com along with information about what budget the spend is for and how you want to get your check.

- Please print clearly when filling out this entire form.
- A sales receipt and/or invoice MUST accompany this request.
- A separate request must be submitted for each committee/activity.
- The request must not exceed the approved Fall Budget Allocation without prior approval by the PTSA Board and/or general membership by vote.
- For PTSA volunteers, the request must be approved by a PTSA Board member. A paper copy of an email approval is acceptable.
- Requests put in the "Reimbursement Request" folder in the PTSA room by Friday at 3:30pm will be mailed or delivered by the next Friday at 3:30pm.
- Questions? Send an email to lakptsatreasurer@gmail.com

Date of Request: _____ Check Amount: _____

Requested By: _____ Phone or email: _____

Check Payable To: _____

Check one box to specify where we should deliver your reimbursement check:

- "Reimbursement Paid" folder in PTSA room
- School Mailbox
- Mail (please attach self-addressed, stamped envelope)
- Other: _____

Committee/Activity (please specify): _____