



Expense Reimbursement / Check Request Form

Date:

Submitted By:

Email:

Payable To:

Phone:

Mailing Address:

PROGRAM (circle one):

- 8th Grade Graduation, Apple for the Classroom, District/PTA Engagement, District Wellness, Family-Focused Programs, GeoBee, Hot Lunch, Lunar New Year Celebration, Lunchtime Enrichment, Office Supplies/Marketing, School Picnic, Spelling Bee, Staff-Focused Programs, STEM/Science Fair, New Teacher Supplies, Teen Read Week, Used Book Fair, Visual Arts Showcase, Winter Service Project, Other:

Table with 4 columns: Date, Vendor/Store, Description, Amount. Contains 6 empty rows for data entry.

TOTAL REIMBURSEMENT REQUESTED \$ _____

Please complete this form, attach all receipts and return to the PTA Treasurer's box in the La Entrada school office. We issue reimbursements to the address above as quickly as possible, but please note that checks require 2 Board signatures and some expenses may require Board review at a monthly meeting. Questions? Email treasurer@laentradapt.org.

Thank you for volunteering with the La Entrada PTA!