

La Entrada PTA Expense Reimbursement Request Form

Date: _____

Submitted By: _____

Phone: _____ Email: _____

Make check payable to: _____

Address: _____

PROGRAM	BRIEF DESCRIPTION OF EXPENSES	AMOUNT
Apple for A Classroom		
Art Notecards		
Book Fair		
Bulletin Boards		
Community Service		
Directory		
Family Picnic		
First Day Packet		
Flu Clinic		
Geo Bee		
Grade Level Gatherings		
Halloween Event		
Holiday Faire		
Hospitality		
Hot Food		
Lunchtime Enrichment		
Parents Education		
Room Parents Coordinator (4th and 5th)		
Tutoring Center		
Science Fair		
Spelling Bee		
Vol/Staff Appreciation		
Other		
TOTAL		

Please attach all ORIGINAL receipts to this form. Leave your completed form in the PTA Treasurer's box in the school office. A check will be mailed to the address noted above.