

# La Entrada PTA Expense Reimbursement / Check Request Form

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Email: \_\_\_\_\_

Payable To: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM (Please circle appropriate program):

- Apple for the Classroom
- Book Fair
- Directory
- Family Picnic
- Field Trips / In House Enrichment
- Geo Bee
- Graduation
- Halloween Event
- Holiday / World Cultural Faire
- Hospitality
- Lunchtime Enrichment
- Office supplies / Marketing
- Outreach
- Reflections Art Program
- Science Fair
- Special Olympics
- Spelling Bee
- Staff Appreciation
- Teacher Supplies
- Teen Read Week
- Other (specify): \_\_\_\_\_

DATE	Vendor/Store	Brief Description of Item	Amount


TOTAL TO PAY \$ \_\_\_\_\_

Please complete form, attach all receipts and return to the PTA Treasurer's box in the La Entrada school office. A check will be mailed to the address above. Questions? Email [treasurer@laentradapt.org](mailto:treasurer@laentradapt.org)

**THANK YOU FOR VOLUNTEERING FOR THE LA ENTRADA PTA!**