

LA ENTRADA PTA

Expense Reimbursement / Check Request Form

Date: _____

Submitted By: _____

Phone: _____ Email: _____

Payable To: _____

Address: _____

PROGRAM	BRIEF DESCRIPTION OF EXPENSE	AMOUNT TO PAY
Art for Art's Sake		
Book Fair		
Principal's Fund		
Community Service		
Copying (specify program)		
Directory		
Education & Curriculum		
Bees (Geo/Spelling)		
Science Fair		
Family Picnic		
Gift Wrap		
Gift & Service Awards		
Halloween Event		
Holiday Faire		
Hospitality		
Hot Food		
Newsletter/Website		
Outreach		
Special Projects (please specify)		
Staff Breakfast/Welcome		
Teacher/Staff Appreciation		
Volunteer Appreciation Tea		
Other (please specify)		
TOTAL TO PAY		

Please attach all receipts to this form.
 Place your completed form in the **PTA Treasurer's box in the School Office.**
 A check will be mailed to the address noted above.