



REIMBURSEMENT/ CHECK REQUEST

EL CAMINO CREEK PTA

All request forms should be submitted to the PTA Treasurer, Jennifer Sutton. If you have questions please contact the treasurer at 760-634-8474 or jennydsutty@yahoo.com . Completed forms can be submitted to the treasurer's PTA mailbox in the Volunteer Workroom.

Please attach to this form all receipts or invoices pertaining to the reimbursement request. Receipts must be present and total the entire amount requested for reimbursement. Please show the total on the receipts and how it equals the total on this form.

Written checks are void after 90 days so cash them promptly.

Name of requestor:
Check written to:
Address to send check (or PTA mailbox):
Requestor's telephone number:
Requestor's e-mail address:

<u>Account/ Program</u>	<u>Amount</u>	Receipt Attached (Y/N) ?
Total Amount Due		

For PTA Treasurer Use Only:

Membership approved activity Funds released by membership
 Executive Board approved expenditure

Check Number	Amount Paid	Date Paid	Expense Category
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President's signature _____ Date: _____

Date approved in minutes: _____ Secretary's signature: _____