

REIMBURSEMENT/ CHECK REQUEST ECC PTA

All reimbursement/check request forms should be submitted to the PTA Treasurer, Cindy Magner. If you have questions, please contact Cindy at eccptatreasurer@gmail.com. For the 2022-2023 school year, completed forms can be submitted via email to Cindy at the above email address or left in the PTA workroom in our Inbox. ***Please attach with this form all receipts or invoices pertaining to the reimbursement request, either as original or scan of receipts.***  We cannot reimburse any requests that do not have receipts or invoices, as they are used to verify purchases. Receipts must total the entire amount requested. Please show the total on the receipts and how it equals the total on this form. **Written checks are void after 90 days; please 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: |

| Account/ Program | Amount | Receipt Attached (Y/N)  |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
| 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 |
| --- | --- | --- | --- |

President’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recording Secretary’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_