



- Complete this form
- Attach original receipt(s) or invoice(s)
- Place in PTA mailbox or email documents to Jayna Ng at [jaypetej2@gmail.com](mailto:jaypetej2@gmail.com)

You will be contacted when the check is ready, or attach a self-addressed stamped envelope and the check will be mailed to you.

Name \_\_\_\_\_  
 PTA Position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

**Expenditure was for** \_\_\_\_\_

**Make check payable to** \_\_\_\_\_

<b>List Expenditures</b>	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____

**TOTAL EXPENSE:** \$ \_\_\_\_\_

Total Amount Claimed From Above	\$	_____
Minus Advance Received	\$	_____
Reimbursement Claimed	\$	_____
Not claimed – donate to PTA	\$	_____
Refund to PTA (Enclose Check)	\$	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PTA TREASURER USE:**

- Membership-approved activity       Funds released by membership       Executive Board-approved expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due

President's signature \_\_\_\_\_ Date \_\_\_\_\_

Date approved in minutes \_\_\_\_\_ Secretary's signature \_\_\_\_\_