

## PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT<sup>1</sup>

- Please fully complete this form and attach all original receipts/ invoices.
- All committee related claims must be submitted **within 30 days of expense/event** and **no later than June 15**. Make sure a *spending plan* was submitted to the treasurer by your committee. Teachers are *strongly encouraged* to submit expenses early in the school year. Reimbursements are limited to \$200/teacher. Mini-grants are also available.
- Drop forms in the "Reimbursement Requests" hanging folder in the office. Questions? Email [pta\\_treasurer@bennettpta.org](mailto:pta_treasurer@bennettpta.org).

**Requesting as a:**     School District     Teacher/Staff Member     PTSA Member/Committee

PTSA Committee/Role (if appl.): \_\_\_\_\_ Chairperson's Signature \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number \_\_\_\_\_

- Check to be:     Collected in PTSA Hanging Folder (Main Office) / Teacher Mailbox  
                    Mailed to this address: \_\_\_\_\_

This Expenditure was for: \_\_\_\_\_

List of Expenditures (attach original receipts)	Amount
<b>Reimbursement Amount Claimed:</b>	
<b>Amount Not Claimed – Donate to PTA:</b>	

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PTA TREASURER USE:**

<input type="checkbox"/> Membership-approved activity	<input type="checkbox"/> Funds released by membership <input type="checkbox"/> Executive Board-approved expenditure	Date of Meeting/Minutes: _____
PTSA Check No.:	Budget Line Charged:	Amount Reimbursed:
Comments/Notes		

<sup>1</sup> Note: Committee Chairs should keep copies of receipts/claims in committee binder to budget expenses for the next year. No committee chair/member can commit the PTSA to a program, project, activity, plan or any obligation, financial or otherwise, without approval of the board of directors. If contracts are to be signed, only elected officers may sign them. Without approval, expenses incurred may become a personal expense and not be reimbursed by the PTSA.