

JB Watkins Elementary School PTA

Request for Third-Party Check or Personal Reimbursement

Use this form to request a check for a vendor or for reimbursement of expenses you have made on behalf of the PTA.

1. Third-party check requests should be made fourteen days in advance when possible. If you must have a check issued right away, contact Treasurer immediately. **Attach invoice and/or contract to this form.**
2. Reimbursement checks will be issued within fourteen days of request. Please notify the Treasurer when you have placed a request in Treasurer mailbox. **Attach receipts to this form.** You will be reimbursed for applicable sales tax. **Do not use highlighter on receipts.** If necessary, please circle items with a pen. When possible, do not include personal purchases on receipts.

Which Event/Purpose necessitates this expenditure? _____

Which Committee? _____ Date of Event? (if applicable) _____

What was purchased? (decorations, supplies, food, etc.) _____

Today's Date: _____ **Amount: \$** _____

Reimbursement (must attach all receipts)
 Check Request (must attach invoice)

Your Name: _____

Phone Number: _____ **Email:** _____

Check Payable to: _____

Delivery:

- Send home w/student:** _____ **Their teacher is:** _____ **Grade:** _____
- Leave at Front Desk in Main Office. Email me when ready for pick-up.**

FOR PAYMENT TO THIRD-PARTY VENDORS:

- Mail to:** _____ **Give to Requester for Hand Delivery**
- Address:** _____ **Leave at Front Desk for Pick-Up**
- _____

For Treasurer Use Only:

Notes:	Check #
	Check Amount \$
PTA Approval:	Check Date
PTA Approval:	Account Debited