

# NORTHWOOD MIDDLE PTA PTA Reimbursement / Payment Request

Place completed requests in the PTA Treasurer's box in the office workroom.

**Pay To:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

**Budget Category:** \_\_\_\_\_  
(e.g., Beautification, Hospitality, PTA Projects, etc.)

**Explanation of Payment (receipt must be attached for reimbursement):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

<b>Treasurer's Use Only</b>	
<b>Check Number:</b>	_____
<b>Date:</b>	_____
<b>Amount:</b>	\$ _____

# NORTHWOOD MIDDLE PTA

## Reimbursements / Payments

A "PTA Reimbursement/Payment Request" form must be completed for all reimbursement or payment requests. Original invoices or receipts must be attached to the form. Forms are available in the PTA Workroom. Please use a different form for each reimbursement/ payment from more than one budget category.

The completed "PTA Reimbursement/Payment Request" form must include the following:

- Name of person to be reimbursed or paid (Pay To)
- Reimbursement/payment dollar amount (Amount)
- Budget category to which the payment is to be charged (Budget Category)
- Description of what is being paid (Explanation of Payment)
- Signature of person requesting funds (Submitted By)
- The original receipt or invoice attached to the form

Once the form is completed, place it in the PTA Treasurer's file folder in the PTA Workroom. The tray will be checked at least twice a week, and reimbursements should be made within one week of receipt.

Your reimbursement will be placed in your mailbox or in the appropriate PTA Committee box. If reimbursement is needed under a time constraint, indicate this on the form (i.e., ASAP) and contact the Northwood PTA Treasurer.

If you have any questions, please contact the Northwood PTA Treasurer.