

## 2023-2024 CUTA Purchase Request and Reimbursement Form

Name: \_\_\_\_\_

School Site: \_\_\_\_\_ Room Ext. \_\_\_\_\_

Home #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_ Location: \_\_\_\_\_

Event or Item:

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

Total Expense: \$ \_\_\_\_\_

Make check payable to: \_\_\_\_\_

\_\_\_\_\_

***Attach the original receipt.*** (Make copies for your records.)

Please send via: Valerie Tapia

district mail CUTA Treasurer

Sage Creek High School

\_\_\_\_\_

### **Executive Board Use Only**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

### **Treasurer Use Only - Account Category:**

Communications

Negotiations

Retiree gifts

Conference/travel

Office/equipment

Salaries/director fees

Legal/taxes

Organizing

Scholarships

Member Engagement

PAC dues

Uniserve

Miscellaneous

Representative council

\_\_\_\_\_

Check No. \_\_\_\_\_ Amt. \_\_\_\_\_ Issue Date: \_\_\_\_\_ Clear Date: \_\_\_\_\_