Ruth Asawa SOTA Reimbursement Request Form 2025-2026

Procedure for check request/reimbursement:

IMPORTANT! Review proposed expenses with the committee Chair of the PTSA executive board **BEFORE** you spend any money. All expenses must be in the budget, and you must have approval from the program chair or the board in order to be reimbursed.

1. Get Approval to expend funds from the committee chair or executive board.
2. Complete this form and attach original receipts or invoice. Keep copies for your records.
3. Indicate description and approved budget line from which reimbursement will be made.
4. Leave the completed form with attachments in the PTSA mailbox and/or email to asawasotaptsa@gmail.com.
5. Questions? Email us at: asawaSOTAptsa@gmail.com

Budget CATEGORY –list multiple categories for different expenses as needed.

Request Made By:	
Payable To:	
Address or Pickup at Office:	
Phone:	
Date of Request:	
Total Amount:	

Admin detail):	**Student Gov:**
Merch (describe):	**Wellness Center:**
Hospitality (event):	**Rose Lab:**
Concessions:	**Garden/Bldg.:**
Auction:____________________	**College & Career:**________
Events (detail):	**PTSA Meetings:**
Staff Appreciation:	**Other:**

Special Instructions/Comments:

For Treasurer's Use Only

Approved by:	Approved by:	
Check Number:	Check Date:	Check Amount:
Delivered by:		

RUTH ASAWA SOTA PTSA

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http://ruthasawasotaptsa.org