

Washington Elementary PTA

Check Request / Payment Authorization

Staple invoice or receipts to back. Circle expense amounts.

Date:

Requester name:

What is reimbursement for?

Approved budget line item(s)* for this expenditure:

Check amount:

Make check payable to:

Mailing address *(if check is to be mailed)*:

Your Signature _____

Please scan and email this form and relevant receipts to

Approvals

PTA Co-Presidents

Jennifer Ellison / Rebecca Hopkins

PTA Financial Secretary

Charlottee Payton

**Refer to the approved budget if you are not sure*