Mohr PTA Reimbursement Request/Payment Authorization Form

Instructions:

- Please complete a separate form for each type of expense/PTA event/program.
- Attach original receipts for store-bought items. For online orders, attach a printout of the final invoice. Please don't include any non-reimbursable items on submitted receipts.
- Note any special instructions for check delivery (include address if you would like for your check to be mailed rather than placed in your mailbox which is our standard procedure).
- Please sign and date your request, and make a copy of it for your records.
- Put your completed form, with receipts attached, in the PTA treasurer's mailbox in the staff mailroom.
- Please email our PTA treasurer Vanessa Feng (treasurer@mohrpta.org) with any questions. Thanks!

Name of Payee: ____

Expenditure was for: ____

Person Requesting (if different from Payee): _________________________

Notes/Special Instructions: ______________________________________

List of Expenditures (please attach receipts):

Date	Description	Amount

Total : _____________

Signature: _____________________________ **Date:** _______________

For PTA Treasurer Only:

MOHR ELEMENTARY PTA

× Membership-approved activity

× Funds released by membership

× Executive Board-approved expenditure

Check Number	Category	Amount Advanced	Expense	Amount Owed

President's Signature: ______________________________________ *Date:* ___________

Date approved in Minutes: _________ *Secretary's Signature:* ________________ *Date:* ___________