

LINTON SPRINGS ELEMENTARY PTA
PTA DISBURSEMENT/REIMBURSEMENT FORM

In order to receive payment, please note:

Form must be filled out completely. The receipt or invoice, including itemized cost information must be attached. Request must be submitted within 30 days of expenditure. Please leave the hard copy of the completed form (including Requestor's signature) and itemized receipt/invoice in the PTA Mailbox in the LSE Office for approval before payment. Questions? Contact lintonptapres@gmail.com or lintonptatreas@gmail.com

Date: _____

Person submitting request: _____

Email and phone #: _____

Make check payable to: _____

Total requested amount: \$ _____

Apply to which budget account: _____

Reason for purchase: _____

How would you like to receive your check: (checks over \$1,000 will NOT be sent home with child)

Sent home with: _____

(Child and Homeroom Teacher)

Mailed to: _____

Requestor's Signature: _____

Approved by: _____ Officer title: _____

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Treasurer use only:

Treasurer's Signature: _____ Date: _____

Check #: _____ Date: _____