

Lakewood Elementary School PTA

Expense Reimbursement/Check Request

(07/01/2018- 06/30/2019)

- Complete this form
- Attach receipts, invoice and/or other documentation
- Submit at least one week in advance for third party direct checks
- Allow at least two weeks for reimbursements
- Put in the PTA Treasurer's mailbox in workroom
- Please email one of the Treasurer to let them know to look for the request
- Treasurer: treasurer@lakewoodpta.org *Thank You!*

Date of Request: _____

Amount: \$_____

Indicate if: Third Party Direct Payment or Reimbursement

Check Payable To: _____

Address: _____

Telephone: _____

Activity/Event: _____

Description of Expenses: _____

Submitted by:

Name: _____ Telephone: _____

Email: _____

Signature: _____

Please turn in all Expense Reimbursements forms to PTA treasurer Annie Lin before end of the school year. Late forms may result in delayed reimbursements. Thank you for your help!

Approved: _____ Date: _____ Check #: _____