



2018-19 ALKI ELEMENTARY REQUEST FOR CASH REIMBURSEMENT

REIMBURSEMENT REQUESTED BY:

NAME:		DATE:
ADDRESS:	EMAIL:	

REASON FOR REIMBURSEMENT

<input type="checkbox"/> TEACHER DISCRETIONARY/PRINCIPAL DISCRETIONARY	<input type="checkbox"/> GRADE/CLASSROOM
<input type="checkbox"/> PTA SPONSORED PROGRAM OR EVENT:	
<input type="checkbox"/> OTHER <small>(Please indicate the PTA Budget Expense Category to the best of your knowledge):</small>	
COMMENTS/EXPLANATION OF FUNDS USED:	

TOTAL AMOUNT FOR REIMBURSEMENT

AMOUNT REQUESTED	REQUESTOR'S SIGNATURE:
APPROVED BY (TREASURER'S SIGNATURE):	DATE:

INTERNAL (ONLY FILLED OUT BY TREASURER)

CHECK #:	<input type="checkbox"/> MAILED TO REQUESTOR	<input type="checkbox"/> DELIVERED IN PERSON
CHARGE \$	TO EXPENSE CATEGORY:	
CHARGE \$	TO EXPENSE CATEGORY:	