

# Alki Elementary PTA

## Request for Cash Reimbursement



Please use this form to be reimbursed for out-of-pocket expenses made toward Alki PTA events and programs or other approved PTA Budget expenses. Fill out form completely and attach original receipts. **RECEIPTS MUST BE INCLUDED FOR REIMBURSEMENT.** It is recommended to make a copy of this form and all receipts for your records before submitting to the Alki PTA Treasurer via the PTA Mailbox or in person. Reimbursements will be processed within 3 weeks of submission. Thank you for your assistance!

<b>Reimbursement Requested By</b>		
Date:	Name	Email:
Mailing Address: (If arrangements are not made to pick up in person your check will be mailed to you. Please print clearly)		

<b>Reason For Reimbursement</b>
<input type="checkbox"/> Teacher Discretionary/Principal Discretionary      Grade/Classroom # _____  <input type="checkbox"/> PTA Sponsored Program or Event: <input type="checkbox"/> Other (Please indicate the PTA Budget Expense Category to the best of your knowledge): _____  _____  <div style="border: 1px solid black; width: 50px; height: 20px; margin-left: 5px;"></div>

<b>Total Amount For Reimbursement</b>

Amount Requested:	Requestor's Signature:

<b>Approved By:</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>(Treasurer's Signature)</span> <span>(Date)</span> </div>	
Check #: _____	<input type="checkbox"/> Mailed to Requestor <input type="checkbox"/> Delivered in Person
Charge \$ _____	To Expense Category: _____
Charge \$ _____	To Expense Category: _____