

Royal Oaks Elementary PTA

To: PTA Treasurer



REIMBURSEMENT REQUEST

INSTRUCTIONS: PLEASE REIMBURSE ME FOR THE FOLLOWING EXPENSES INCURRED ON BEHALF OF THE ROYAL OAKS ELEMENTARY PTA.

Receipts MUST be attached before reimbursements can be made

Budget Item: _____ **Date:** _____

Description of Expense	Amount
TOTAL	

Signature: _____

Make Check Payable To: _____

Check One:

_____ Please send the check home with my child.
Child's Name: _____ Teacher: _____ Room #: _____

_____ Please leave the check in my school mailbox.

_____ Please leave the check in the school office.

_____ Please mail the check to the following.
Name: _____
Address: _____
City, State, Zip: _____

TREASURER'S RECORDS
CHECK #/CC: _____
DATE: _____
I/S: _____ Q: _____
2nd SIGNER: _____