

**NORTHWOOD ELEMENTARY PTA**  
**PAYMENT OR REIMBURSEMENT REQUEST**

1. PLEASE COMPLETE THE TOP PORTION OF THIS FORM.
2. ORIGINAL RECEIPTS, INVOICES OR CONTRACTS MUST BE ATTACHED IN ORDER TO RECEIVE REIMBURSEMENT OR PAYMENT.
3. DESCRIBE THE PURPOSE OF THE ITEMS PURCHASED.
4. RETURN FORM AND DOCUMENTATION TO TREASURER, OR PLACE IN "FOR TREASURER" ENVELOPE IN PTA BOX IN MAIN OFFICE.
5. INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE TO RECEIVE YOUR CHECK BY MAIL, OR YOU MAY PICK IT UP IN THE PTA BOX BY FRIDAY OF THE WEEK FOLLOWING SUBMISSION.
6. CONTACT SOLECJOENANCY@WOWWAY.COM WITH QUESTIONS.

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

EVENT: \_\_\_\_\_

DESCRIPTION OF EXPENSE: \_\_\_\_\_

TOTAL AMOUNT OF ATTACHED RECEIPTS: \_\_\_\_\_

WHAT IS YOUR ANNUAL BUDGET AMOUNT? \_\_\_\_\_

WHAT ARE PRIOR YEAR-TO-DATE EXPENSES? \_\_\_\_\_

For treasurer's use only:

CHECK NUMBER: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ / \_\_\_\_\_  
(TREASURER) (PRESIDENT/SECRETARY)

REVISED OCT '10