



Arrowhead Elementary PTA Request for Payment/Reimbursement



Request Date _____

Requester _____

Phone # _____

Email _____

OPTIONAL – WILL EMAIL YOU WHEN CHECK IS READY/DROPPED OFF

Date Needed By _____
(ONLY SPECIFY A DATE IF YOU NEED TURN AROUND LESS THAN 2 WEEKS)

PAY TO _____ AMOUNT _____

Committee Name _____

Purpose _____

Are you the Committee Chair? YES NO Does the Chair approve these expenses? YES NO

Check Delivery (circle one): PTA/Staff Boxes Mail It (provide an addressed envelope) Call Me Email me

Reimbursement Instructions	Cash Box Requests
<ol style="list-style-type: none"> 1. All receipts should be submitted within 2 weeks of the event or purchase date 2. Attach original receipts – not copies 3. Write the correct committee name. For non-committee requests state the appropriate budget line to credit (such as PTA Admin, Staff Funds, Teacher Art Funds) 4. Committee Chair - If you are not the chair of the committee, please make sure the committee chair approves the expense you are submitting. 5. Place completed form in PTA treasurer's box in Arrowhead office. 6. Allow two week (10 business days) turnaround. Check will be placed back in the PTA committee mailbox unless other arrangements have been made. 	<ol style="list-style-type: none"> 1. For events that need "starter cash" (movie night, dance night, pancake breakfast), please use this form 2. Committee name = CASH BOX 3. A check will be made out to the requestor. 4. The requestor is responsible for cashing the check and getting the correct denominations of bills they need. 7. Turnaround is one week. Check will be placed back in the PTA committee mailbox unless other arrangements have been made.

Instructions for check delivery

- All checks will be placed in PTA committee box or staff box
- If you would like your check mailed to your house, please provide a self-addressed stamped envelope
- If you need an invoice mailed, please provide an envelope already addressed to the vendor. The PTA Treasurer will provide the stamp and a PTA return address label with the schools address

Questions: E-mail PTA Treasurer at treasurer@ptaarrowhead.org

Treasurer's Use Only	
Check # _____	Amount Paid _____
Date Paid _____	Account _____