

**Sycamore Valley Elementary PTA
PTA Reimbursement/Check Request
2021-2022 School Year**

EMAIL COMPLETED FORM AND ELECTRONIC RECEIPTS TO TREASURER

Date: _____ Requested By: _____ PTA Position: _____

Phone: _____ Check Payable To (If Different): _____

Delivery Instructions (circle one): PTA Folder Teacher's Box Mail

Address: _____

Include Receipt for Each Item

Expenditures can be reimbursed only if amount is approved by your Vice President and the President. Funds must be released at a PTA meeting prior to spending.

Receipts or Invoices must be submitted to Treasurer within 30 days of purchase.

<u>Budget Category (see below)</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To save, click File > Save to PDF or File > Print to PDF or File > Export as PDF.
Email the form and receipts to Treasurer.

Total _____

Signature: _____

Date _____

Disbursement **Approved By:**

Secretary	_____	Date	_____
Vice President	_____	Date	_____
President	_____	Date	_____

For questions, contact PTA Treasurer: Lauren Ghio (925) 999-5722 LaurenGhio@gmail.com

Budget Categories:

- Art Docent * Book Swap * Communication * Corporate Sponsorship * Directory * Emergency Preparedness
- Exceptional Abilities * Family Game Night * Festival Around the World * Field Trip Grants
- Fifth Grade Health Night * Fifth Grade Project Fun Run * Green Team * Halloween Parade * Historian * Hospitality
- Inclusion and Diversity * Legislation * Membership * Morning Mile * New Families * Office Supplies
- Parent/Student Education * Parliamentarian * Pass-through Membership Income * Postage * President Expense
- Presidential Award Breakfast * Prior Year Expense * PTA Convention * PTA Teacher Rep Subs
- Red Ribbon Week * Reflections Art Contest * Registration * Run for Education * School Beautification * Shark Shop
- Sister School * Software * Staff Appreciation * Staff Luncheons * Student Art Display * Student Leadership
- Student Work Display * Tax Prep * Variety Show * Words Matter * Yearbook * Other

Treasurer's Use Only:

Paid Date _____ Check # _____ Comments _____