

2019-2020 PTA Treasurer Request Form

Name: _____ Date: _____

Email address: _____

Committee / Position: _____

CHECK ONLY ONE

___ **Reimbursement** (*MUST submit all receipts – see back for multiple receipts*)

Amount: _____

Pay to: _____

Mailing Address: _____
(leave blank if school's mail box)

For: _____

___ **Bills to be paid**

Please (1) be sure bill amount is correct, (2) be sure goods / services have been received, and (3) submit bill with this request.

Amount: _____

Pay to: _____

Address: _____

For: _____

___ **Deposit** (*MUST include Check & Cash Template*)

Total Amount: _____

For: _____

Checks: \$ _____ Dollars: \$ _____ Coins: \$ _____

Approval: _____
Signature **Committee Chair, Date** **or** **Officer, Date**

For Treasurer's Use Only:

Date Paid / Deposited: _____
Check No.: _____
Amount: _____

Reimbursement Table (if submitting multiple receipts)

	Vendor/Store	Amount
<i>ex.</i>	<i>Staples</i>	<i>\$28.91</i>
<i>ex.</i>	<i>Barnes & Noble</i>	<i>\$13.59</i>
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
15		\$
	Total Expenses	\$

Treasurer's Tips

1. Please attach receipts/statements/invoices to the PTA Treasurer Request Form. I cannot reimburse without a receipt/bill/invoice/statement.
2. If you have questions, please email me at LuxmanorPTATreasurer@gmail.com. If you have an urgent question, you may call or text me at 240-328-8009.
3. Please return completed forms to the treasurer's box. Blank copies are in the Treasurer's box in the school office.
4. Please do not leave loose receipts or checks in my box. Please attach them to the PTA Treasurer Request Form.
5. Checks will be written twice per month - once mid-month and once at the end of the month. Please leave sufficient time for your request to be processed.

Thank you for your cooperation.

Nicole D'Isa

Luxmanor PTA Treasurer