

GLENVIEW ELEMENTARY  
PTA PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

Please submit/attach ALL receipts with this expense statement

Check requested by (name): \_\_\_\_\_ Date: \_\_\_\_\_

Email\*: \_\_\_\_\_

Cell: \_\_\_\_\_

PTA Position\*: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Check Delivery (please choose one below):

Please leave in my office mailbox

By hand

Please mail to:

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Invoice attached

Receipt Attached

Other Attached

**Please Note:** In accordance with PTA rules, there can be no payment without back-up.  
Request must be submitted within 60 days to insure payment.

Make check payable to\*: \_\_\_\_\_

Expenditure was for: \_\_\_\_\_

List Expenditures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Amount Requested** \$ \_\_\_\_\_

Requesting Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Questions re: Reimbursement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* = Required field

PTA USE ONLY

Tracking/Request Number: \_\_\_\_\_

Date Request Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Approved In Minutes: \_\_\_\_\_

President's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date approved in minutes: \_\_\_\_\_ Secretary's signature: \_\_\_\_\_

Treasurer's signature: \_\_\_\_\_

Membership-approved activity

Funds released by membership

Executive Board-approved expenditure

**CATEGORY:**

(please choose one)

**Academic Support & Curriculum**

5th Grade Experiential Science

Math Intervention

Music Program

Reading Intervention

Technology Supplies

Raz Kids Reading Program

**Classroom Supplies & Field Trips**

Dance & Art Program Supplies

Teacher Supplies

**Committees & Events**

Black History Month

Back To School Popsicle Social

Book Fair

Disability Awareness

Family Pride

Found It! Committee

Fundraising Committee

Garden & Nutrition

G.E.T.I.T. (Equity Committee)

Halloween Carnival

Holiday Craft Bazaar

Kinder Recruitment

School Health & Safety (Emerg. Prep)

Talent Show

Walk & Roll To School

**Enriched Programming**

ASEP Scholarships

Drama Program (after school)/talent

Glenview Science Program

**Facility & Admin Support**

Beautification & Site Preparation

Library

**PTA Administration**

ASEP Packet Printing

Childcare (PTA Meetings)

CPA & Accounting Software

Contingency

Event Fees (Facility Mgmt.)

Hospitality (PTA Meetings)

Insurance

Merchandise Purchase

Office Supplies

Taxes

Other \_\_\_\_\_

Include/attach all receipts & invoices with form submission to: [glenviewelementarypta.fisec@gmail.com](mailto:glenviewelementarypta.fisec@gmail.com). Or place printed copies in PTA mailbox.