

GLENVIEW ELEMENTARY PTA
REQUEST FOR REIMBURSEMENT / PAYMENT AUTHORIZATION

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: _____ Financial 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
- 5th Grade Promotion
- Music Program
- Reading & Math 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
- Caring Committee
- 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)
- 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
- Communications
- Contingency
- Hospitality (PTA Meetings)
- Insurance
- Merchandise Purchase
- Office Supplies
- Taxes
- Other _____

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