

GLENVIEW ELEMENTARY PTA
REQUEST FOR REIMBURSEMENT / PAYMENT AUTHORIZATION

Please submit/attach ALL receipts with this expense statement.

****Note: purchases made with gift cards or points are NOT eligible for reimbursement**

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 & Enrichment

- 5th Grade Experiential Science
- Glenview Science Fair
- Library Program
- Music Program
- Raz Kids Reading Program

Teaching Supplies & Field Trips

- Classroom Supplies
- Field Trips
- Garden Program
- Maker Space
- PE Program Supplies
- Principal
- SBAC Snacks School
- Folders TSA

Community Events & Enrichment

- Kinder Welcome/Popsicle Social
- Walk & Roll To School
- Fall Carnival
- Movie Nights
- Talent Show
- Culture & Representation
- Family Reading Night
- Spring Thing
- 5th Grade Promotion

Committees

- Found It!
- Fundraising
- Garden Committee
- G.E.T.I.T. (Equity Committee)
- Glenview Cares
- Glenview Gear (Merch)
- Kinder Welcome Committee

Facility & Admin Support

- School Health & Safety
- Site Improvement
- Technology Supplies
- Walkie Talkies

PTA Administration

- CPA & Accounting Software
- Communications
- Contingency
- Hospitality
- Insurance
- Office Supplies & printing
- Taxes
- Other _____

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