

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: \_\_\_\_\_

Membership-approved activity

Funds released by membership

Executive Board-approved expenditure

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

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

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

**Include/attach all receipts & invoices with form submission to:**

glenviewelementarypta.fisec@gmail.com **Or place printed copies in PTA mailbox.**

**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 \_\_\_\_\_