

**GRACE E. STEWART ELEMENTARY PTA
REIMBURSEMENT & CHECK REQUEST FORM**

Please complete the form below and return, with all invoices/receipts attached, to the Treasurer for payment. Photocopy for your records prior to submitting.

Request for reimbursement: The request must be made within two weeks of your event and should fall within the approved budget for your event. Copies of all itemized receipts must be attached, as per our accountant's guidelines.

Request for check as payment to a vendor: If a check is needed as an advance payment, please make the request **no less than 1 week prior to the payment due date** and include a copy of the invoice. ***This form must be signed and itemized receipts/invoices must be provided in order for your reimbursement request to be processed.*** Tax exempt forms may be found in the PTA box and should be provided to merchants, especially for large expenses. Thank you for your work on behalf of the Stewart Elementary PTA.

Questions, please email Chris and/or Brandy at **brandyaugustine@yahoo.com**

Date: _____

Event/Line Item: _____

Chairperson for Event: _____

Make check payable to: _____

Amount of Check: _____

(Note: Sales tax exemption form should be used when making purchases.)

Please itemize expenditure(s)

1. _____
2. _____
3. _____
4. _____

Phone number/Email Address for Notification: _____

Please indicate how you would like this check delivered:

_____ Pick up at School (PTA cabinet) _____ Pick up from Treasurer _____ U.S. mail

* U.S. mail should only be used for vendors or if absolutely necessary.

Address for U.S. mail: _____

Treasurer's Use Only

Check date _____	Check # _____	Voucher # _____
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