

**SUTTER PTA PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT**

Please attach all receipts to this form. Highlight/circle items for reimbursement and turn it into the PTA Treasurer, via PTA mailbox, no later than 30 days after the event. Please keep a copy for your own records.

2022-2023 Programs/Expenses:

5th Grade Graduation	Family Event	Movie Night	STEAM Day Initiative
Art in Action	Froggy Hollow	Multicultural Celebration	Student Enrichment
Art Explosion	Frog Jump	Office Supplies	Sutter Apparel Store
Assemblies	Honorary Service Awards	Operations	Sutter Spirit
Book Fair	Hospitality	Playground Equipment	Sutterfest
Classroom Art	Installation Dinner	Project Cornerstone	Talent / Variety Show
Council Dinner	Insurance	Red Ribbon Week	Unit Dinner (Meal)
Emergency Supplies	Legal/Tax/Accounting	Reflections	Walkathon
Equipment Repair	Make Sutter Beautiful	Staff Appreciation	Winter Read-In
Equity in Programs	Membership	Staff & Teacher Discretionary	Yearbook

**Expense:**

Circle category from above and describe expense:

Expense Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL REIMBURSEMENT PAYMENT</b>	<b>\$ _____</b>

Check payable to the order of \_\_\_\_\_

Address \_\_\_\_\_

Phone or email \_\_\_\_\_

Name of person submitting form \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Office Use:*

President: \_\_\_\_\_ Check No. \_\_\_\_\_

Secretary: \_\_\_\_\_ Check Amount \_\_\_\_\_

Date approved in minutes \_\_\_\_\_ Check Date \_\_\_\_\_

**Check Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_