

SUTTER PTA PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

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

2019 - 2020 *Programs/Expenses:*

Art In Action	Equip. Repair	Insurance	Office Supplies	Staff Appreciation
Art Explosion	Family Event	KDG Readiness	PTA Awareness	Student Enrichment
Auction	Froggy Hollow	Legal\Tax\Accounting	PTA Convention	Sutter Spirit
Book Fair	Frog Jump	Lego Show	Parent Breakfasts	Sutterfest
Box Tops	Holiday Read	Make Sutter Beautiful	Playground Equipment	Sutterfest Slot Parties
Classroom Art	Honor. Service	Membership	Project Cornerstone	SF Teacher Disburse.
Council Dinner	Hospitality	Movie Night	Red Ribbon Week	Talent Show
Emer. Supplies	Install. Dinner	Multicultural Wk.	Reflections	Yearbook
				Other: _____

Expense:

Circle category from above and describe expense:

Expense Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REIMBURSEMENT CLAIMED	\$ _____

Check payable to the order of _____

Address _____

Phone or email _____

Name of person submitting form _____

Signature _____ Date _____

Officer use:

President: _____ Check No. _____

Secretary: _____ Check Amount _____

Date approved in minutes _____ Check Date _____

Check Received By: _____ Date _____