



Manor PTA

**OFFICE**  
150 Oak Manor Drive  
Fairfax, CA 94930  
[www.manorpta.org](http://www.manorpta.org)

**QUESTIONS?**

**PRESIDENT**  
Anne Capron  
[AnneCapron@sbcglobal.net](mailto:AnneCapron@sbcglobal.net)

# Reimbursement Request

Person Submitting this Form: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

***Step #1 PRE-APPROVAL:** (For costs over \$100 and did not receive a pre-determined budget. Otherwise, skip to Step 2.) **Before** purchasing, obtain approval by submitting the top part of this form to the Treasurer's mailbox at the front office. It will be reviewed that Friday. If approved, a signed copy will be returned to the Treasurer's box for you to pick up. Use that copy for Step 2.*

Estimated Amount: \$ \_\_\_\_\_

PTA Board Approval: \_\_\_\_\_

Date approved: \_\_\_\_\_

***Step #2 REQUEST A REIMBURSEMENT CHECK:** Keep receipts and tape flat and side-by-side to the back of this form or on another sheet of paper. Submit this form, with receipts, to the Treasurer's mailbox. It will be reviewed by the PTA that Friday. A check will be delivered the Friday after that.*

Receipt(s) Attached Total: \$ \_\_\_\_\_

Amount Donated\* (optional): (\$ \_\_\_\_\_)

Total Reimbursement Requested: \$ \_\_\_\_\_

\*Check here if you would like a donation letter for your tax records

Make Check Payable To: \_\_\_\_\_

Check to be (circle one): Mailed          Picked Up (from front office)

Mailing Address: \_\_\_\_\_

**PTA Use Only:**

PTA Board Approval: \_\_\_\_\_

PTA Board Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Budget Item: \_\_\_\_\_

Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_