



Christa McAuliffe PTSA

PAYMENT/EXPENSE REIMBURSEMENT REQUEST

- All requests for payment or reimbursement must be submitted using this form; all receipts and/or invoices must accompany the completed form. Please confirm with other Art Volunteers in your class that you have not exceeded the \$150.00 stipend when submitting forms and receipts.
- Please deliver completed form with receipts and/or invoices attached to the Art Start Treasurers file box (located in the Art Start room in Patel Metal Locker Hanger. Forms will be picked up from the Art Start Treasurer's mailbox weekly. (located in the Art Start Room)
- All PTSA reimbursement checks require two signatures - please allow enough time when planning purchases and reimbursements.
- If there is immediate need for reimbursement or payment, please contact the PTSA Treasurer or PTSA President directly.

Amount:	Date:
Committee/Event:	ART START – STIPEND
Committee/Event Chair:	
Description of Expense:	
Teacher:	

Payee (Company/Individual):	
Phone Number:	Email:
Address:	

Your Information, if Different from Payee:	
Your Name:	
Your Phone Number:	Your Email:
Your Address (if you would like check mailed to you):	

Deliver check to:

- Payee by US Mail
- You by US Mail
- Other: _____

TREASURER USE ONLY

Account Charged:	Date Check Issued:
FY Budget for Account:	Check Number:
Budget Balance after Charge:	Check Amount:
Art Start Treasurer Approval: Yes or No	Entered into Quicken:

