

Pioneer Elementary PTA 2023-2024

Payment Authorization / Expense Reimbursement Form

(Please follow instructions below: Contact Bridget Preiss with questions: pioneerptatreasurer@gmail.com)

Staple
Receipts
behind here

NOTE: This form MUST be submitted by FRIDAY before a PTA Exec Board Meeting (second Tuesday of each month) to be processed. If it is not received in time, it will be processed the following month.

Date Submitted _____

Name of Person Submitting Form _____

PTA Position _____

Contact Phone Number: _____

Contact Email: _____

Make Checks Payable To: _____

Date	Budget Category	Reason For Expense	Amount

TOTAL Amount of Expenses for Reimbursement: \$ _____

Signature _____ Date _____

Event Chairperson or Teacher Rep Authorization: _____

Guidelines and Instructions:

1. Form must be completed with receipts attached for reimbursement. ***Original invoices/receipts must be stapled to the back of this Expense Form on the right side***
2. Reimbursements must be for the 2023-2024 year (July 1, 2023 – June 30, 2024)
3. Reimbursements must be within approved budget allocations. All reimbursements must be authorized by the PTA and noted in the minutes of an executive board meeting.
4. Executive board meetings are generally the 2nd Tuesday of the month. Reimbursements approved at the meeting will have checks written and available for dispersal within 1 week of the meeting.
5. Once signed by Event Chairperson, please leave Forms in the school office in the folder marked "Completed Reimbursement Forms" in the File Box Labeled "PTA TREASURER" or PTA cubby.
6. Checks will normally be handed out by the treasurer or held in the office for pick-up – unless an address is indicated above in the contact information.

To Be Completed By the PTA

PTA President Authorization: _____

PTA Secretary Authorization: _____

Date Approved in Minutes: _____

Check Number: _____ Date Issued: _____