

**Pioneer Elementary PTA 2021-2022**  
**Payment Authorization / Expense Reimbursement Form**

(Please follow instructions below: Contact Tiffany Yost with questions: [thetiffer@yahoo.com](mailto:thetiffer@yahoo.com))

|                                            |
|--------------------------------------------|
| <b>Staple<br/>Receipts<br/>behind here</b> |
|--------------------------------------------|

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

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 and 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 2021-2022 year (July 1, 2021 – June 30, 2022)
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 2<sup>nd</sup> 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: \_\_\_\_\_