

# PEARSONTOWN CHECK REIMBURSEMENT FORM

4915 Barbee Road, Durham, NC 27713 [ptownpta@gmail.com](mailto:ptownpta@gmail.com)

## Information for completing this form:

- Each section **must** be completed in order to be processed. If **any** part of a section is missing, the check request may be returned.
- You must sign on the "Requested By" line or provide an electronic signature.
- The request must be approved and signed by the President or Vice President of the PTA.
- All checks will placed in your staff mailbox (if applicable) unless otherwise specified.
- If ordering from a company that invoices the PTA (i.e.Stone's Educational Store), you must still complete a check request form and ensure that you have sufficient funds available in your allotment.
- If ordering from Amazon, please use Amazon Smile and choose Pearsontown Elementary PTA as your preferred charity. Amazon Smile's prices are the same as on Amazon.
- Questions? Email us at: [ptownpta@gmail.com](mailto:ptownpta@gmail.com)

Date of Request: \_\_\_\_\_

Number of Receipts: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Email: \_\_\_\_\_

Address to mail check if applicable

\_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Date Needed: \_\_\_\_\_

Budget Line Item:

\_\_\_\_\_

Purpose of Expenditure:

\_\_\_\_\_

Are all receipts attached? Yes  No  If not, please explain: \_\_\_\_\_

\_\_\_\_\_

Requested By: \_\_\_\_\_ Approved By \_\_\_\_\_

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## For Office Use Only

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

Account	Class	Amount
		\$
		\$
		\$
		\$
		\$