



PEARSONTOWN CHECK REIMBURSEMENT

4915 Barbee Road, Durham, NC 27713

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 "Signature of Staff approving budget use" line, and print your name on the line below.
- If ordering from Amazon, please use Amazon Smile and choose Pearsons town Elementary PTA as your preferred charity. Amazon Smile's prices are the same as on Amazon.
- If you go over your budget, you will only be reimbursed for what was left in your allotment.
- Turn your form into the PTA mailbox outside the PTA office.
- FYI: Requests will be collected and passed to the PTA president then VP for verification of funds available and approval before being given to the PTA Treasurer. **The Treasurer will collect forms on the 15th and 30th/31st of every month (may differ around intersession).** The Treasurer will work to get the checks out within **2 weeks** of collection.

Check Payable to: _____

Contact info if we have questions: _____

Deliver check to (check one): School Mailbox Mail to: _____

Amount Total: \$ _____

Purpose of Expenditure: _____

Budget Line item to be pulled from (if known): _____

Are all receipts attached? Yes No (If not, please explain: _____)

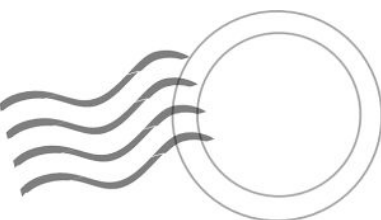
New Vendor? Yes No (If yes, is W9 attached? Yes No)

Signature of Staff requesting budget use: _____

Print name of Staff requesting budget use: _____ **Date:** _____

Date received:

For Office Use Only



Verified by: _____

Approved by: _____