

Attach Receipt(s) Here

## PTA of MS54 PAYMENT OR REIMBURSEMENT FORM

DATE: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_

COMMITTEE/EVENT: \_\_\_\_\_

DESCRIPTION OF ITEMS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

COMMITTEE CHAIR APPROVAL SIGNATURE \_\_\_\_\_

PTA PRESIDENT APPROVAL SIGNATURE \_\_\_\_\_

1. Please fill out this form completely.
2. Receipts, invoices, or contracts must be attached to this form.
3. Submit this form with attached documentation to committee chair or PTA President for signature.

Approvals within Budget:

- All checks require Co-President approval
- Checks over \$1,000 require Co-President pre-approval

Approvals not in Budget:

- Under \$1,000 requires Co-President approval
- \$1,000 and over requires Executive Board approval

Committee Chairs must manage their budget and approve all expenses related to their committee

4. Signed forms to be submitted to PTA Treasurer via PTA Box in Main Office.

*For Treasurer use:*

CHECK NO: \_\_\_\_\_

DATE: \_\_\_\_\_