

# WMMS PTA Reimbursement/Check Request Form

Complete this form entirely to request a reimbursement for expenditures already incurred (ex. curriculum assistance funds - max \$125) or to request a check to be sent to another party (ex. vendor payments). Invoices or receipts must accompany this form in order for the request to be authorized. Please allow one week for processing of check requests.

Any questions contact us [westmillbrookpta@gmail.com](mailto:westmillbrookpta@gmail.com)

Person Requesting Check \_\_\_\_\_

Today's Date \_\_\_\_\_

Purpose of Expense (be specific)

\_\_\_\_\_  
\_\_\_\_\_

Check payable to: \_\_\_\_\_

Amount of check: \_\_\_\_\_

Mail check (include address)

\_\_\_\_\_  
\_\_\_\_\_

Pick up check - Staff Mailbox or PTA box?

***INVOICES and/or RECEIPTS MUST BE ATTACHED***

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## PTA Use Only

PTA Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

PTA Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

Check Number \_\_\_\_\_

Date Paid \_\_\_\_\_ Budget Category \_\_\_\_\_