

# Emily Dickinson PTSA

## Check Request & Reimbursement Form

Questions? Please contact [treasurer@dickinsonptsa.org](mailto:treasurer@dickinsonptsa.org)

### TO RECEIVE FULL REIMBURSEMENT

1. Attach all invoices or receipts. Clearly highlight or circle items to be reimbursed.
2. Items purchased should benefit the students in the staff member's current grade/position.
3. Items purchased should remain in the school (through staffing changes) with a "PTSA Purchased" label when possible.
4. **Teachers & Staff**, place form in PTSA Services mailbox **by March 31st** for approval. **All others**, place in Treasurer's mailbox.
5. Promptly deposit your issued check within 90 days. Stale or lost checks cannot be replaced.
6. Emily Dickinson PTSA may decline requests or forms submitted late in the current academic year.

<b>Person Submitting</b>	<b>Date</b>
<b>Email or Phone</b>	<b>Amount</b>
<b>Make Check Payable To</b> Name  Address	<b>Deliver Check To</b> <input type="checkbox"/> school mailbox <input type="checkbox"/> send home with student <i>Student's name</i> _____ <i>Student's teacher</i> _____ <input type="checkbox"/> postal service <input type="checkbox"/> other _____
<b>Budget Category</b>	
<b>Explanation for Reimbursement</b>	
<b>Signature of Person Submitting</b>	
<b>Printed Name &amp; Title of Authorized Approver</b> <i>(Co-VP or Chair of Budget Category, or PTSA President or EVP)</i>	
<b>Signature of Authorized Approver</b>	

<b>For Treasurer Use Only</b>	
Check Amount _____	Check Date _____ Check Number _____
Budget Category Charged _____	
Treasurer's Signature _____	MM Date _____