FINANCIAL FORM

Submitted by: ________________________________ Date: ________________

Event / Category: ________________________________

☐ Request for Reimbursement (Reimbursement requests should be submitted no more than two weeks after the event)

Reason for Expense (attach all receipts): ______________________________________________________

Amount of Reimbursement: $__________.____

Person to be Reimbursed: ________________________________________________________________

Reimbursement should be:
☐ Left for me in the PTA Mailbox ☐ Sent home with child (name/class)
☐ Mailed to me at the following address: __________________________________________________

☐ Request for Payment

Name of Vendor (attach invoice): __________________________________________________________

Amount of Invoice: $__________.____

Date received / Payment Terms: __________________________________________________________

Payment Authorization Signature: ________________________________________________________

☐ Deposit (Provide an Excel spreadsheet of totaled checks if submitting more than 10)

Checks: $__________.____
Cash: $__________.____
Total: $__________.____

☐ Petty Cash Request (Petty cash will be provided in the form of a check to the event chairperson)

Amount Requested: $______.____ Will you need a petty cash box for your event? ☐ Yes ☐ No

ADDITIONAL APPROVAL (Over $500)

Approved by (print name): ______________________________________________________________

Signature / Date: ________________________________________________________

FOR TREASURER USE ONLY

Date: ________________

Expense/Advance Paid: $__________.____

Check Number: ____________________________

Total Deposit: $__________.____

Line Item Allocation ____________________________

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<thead>
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<th>Event Name:</th>
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<tr>
<td>Event Date:</td>
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<tr>
<td>Chairperson Name(s):</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>First Name</td>
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<td>Child Name (Full)</td>
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<td>Email</td>
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<td>Check # or 'Cash'</td>
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<td>Amount $</td>
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<td>Notes</td>
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**TOTAL THIS PAGE $**

**GRAND TOTAL (ALL PAGES) $**