

**EXPENSE REIMBURSEMENT or CHECK REQUEST
GREENWOOD ELEMENTARY PTA**

***** Please attach original receipts/invoice AND self-addressed envelope *****

Name: _____ **Date:** _____

Phone Number or Email Address: _____ **Amount:** \$ _____

Type of Request: Reimbursement Check Check for Vendor

Deliver Check to: Teacher/Staff Mailbox at School Home Address Vendor

Address, if mailing check (please attach self-addressed envelope): _____

If submitting multiple receipts, please list the amount of each one here: _____

Budget Category for Expense:

- | | |
|--|--|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Kindergarten Snacks |
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Library Fund or Supplies |
| <input type="checkbox"/> Art, Music & Movement | <input type="checkbox"/> PE Equipment |
| <input type="checkbox"/> Assemblies | <input type="checkbox"/> PTA Expenses |
| <input type="checkbox"/> Auction | <input type="checkbox"/> STEM - Math and Science |
| <input type="checkbox"/> Clubs/ Enrichment Program | <input type="checkbox"/> Pacific Science Center Visit |
| <input type="checkbox"/> Community Grants | <input type="checkbox"/> Math Night |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Science Fair |
| <input type="checkbox"/> CONNECT Events | <input type="checkbox"/> Sign-Ups |
| <input type="checkbox"/> Direct Appeal | <input type="checkbox"/> Second Step |
| <input type="checkbox"/> Fifth Grade Family Health Night (FLASH) | <input type="checkbox"/> Student Care |
| <input type="checkbox"/> Fifth Grade Graduation | <input type="checkbox"/> Teacher Allowance / Nurse Allowance |
| <input type="checkbox"/> Garden Maintenance | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Global Reading Challenge | <input type="checkbox"/> Equity Committee |
| <input type="checkbox"/> Guest Author Literacy Program | <input type="checkbox"/> Social Activities |
| <input type="checkbox"/> Jog-A-Thon | <input type="checkbox"/> Back to School Picnic |
| | <input type="checkbox"/> Teacher appreciation |
| | <input type="checkbox"/> OTHER _____ |

Please give more explanation, if necessary:

1. Complete all the information above. If more than one budget category, please indicate exactly how to split expense
2. Please attach original receipts and/or invoice AND self-addressed envelope (home address or staff mailbox)
3. Place in Green PTA Treasurer's folder behind the sign-in counter in the school office

Checks will be issued via mail within two weeks of receipt. If you require faster turn-around or have any questions, please email us at treasurer@greenwoodpta.org.