



West Rocks Middle School PTA Check Reimbursement Form

(This form is used when a payment has already been made and the payee is seeking reimbursement.)

1. Complete the form in full and make sure to sign and date the request. **Attach all receipts or invoices as backup. If you do not attach any backup, the form will be returned unpaid to you.**
2. Place completed form and place in Treasurer's mailbox.
3. Treasurer will submit form to the PTA President for approval signature.
4. Once the PTA President signature is obtained, a check will be mailed to you. If you prefer to receive the check by another method, please let the Treasurer know in advance.
5. **Please allow 7-10 days to process all requests.**

Your Name:	Phone:
Project/Category:	
Date Submitted:	Signature:
Reason for Reimbursement:	
Check Payable to:	Amount: \$
Full Address (where check should be mailed):	

Approved By (PTA Officer):	Date:
Approved By (PTA Officer):	Date:

For Treasurer's Use Only: Category _____ Check# _____ Dated _____ Logged _____