

Pinebrook PTA Request for Payment/Refund

Directions:

- 1) Fill out form.
- 2) Attach applicable receipts or documents.
- 3) Place in the PTA mailbox in the envelope marked "Treasurer" or email to treasurer@pnbpta.org.

GENERAL INFORMATION

Name _____ Date _____

Check should be made out to _____

Check/Requested Amount \$ _____ (Must total to receipt(s) amount)

Specific Purpose of Expenditure(s):

Signature _____

DELIVERY INSTRUCTIONS (Please check one box)

- Deliver check directly to _____
- Check to be mailed directly to vendor/supplier at address on attached invoice
- Forward to (child's name) _____ during school in class with (teacher) _____
- Mail to _____

TYPE OF EXPENSE (Please check one box)

- Personal reimbursement per attached receipts. (Attached receipts must equal the amount requested.)
- Payment of attached vendor invoice.

TREASURER'S USE ONLY

Check # _____ Amount _____ Budget Account _____

Treasurer's signature _____ Date Paid _____