

Tibbets PTA

Request for payment/reimbursement

- All disbursements of PTA funds require this form to be completed.
- Requests for reimbursement must be submitted no later than 60 days after the date of the event.
- An invoice or receipt **MUST** be attached to this request.

Requestor: _____ Date of Request: _____

School year of activity: 20__/20__ Date of activity: _____

Description of activity: _____

Check payable to: _____

Cost: _____ estimated/actual (circle one)

Return check to: _____ OR Mail check directly to vendor
(Is vendor name & address on invoice?)

For field trip use: # of students _____ # of adults _____

Please attach copy of "Bus Trip Request" Form

----- Treasurer Use Only -----

Date: _____ Check# _____

Classified as: _____

Notes: _____

Treasurer's signature: _____