

2017-2018 Reimbursement Form

Date of Request: _____ Requested by: _____

Phone Number: _____ Email: _____

Check Payable to: _____

Requestor please fill out the following part and attach receipt(s) as instructed. Thanks.

- Please include **Original** receipt(s), no photocopies please.
- Receipt(s) should be taped or staples to separate sheets of paper and submitted along with this form.
- PTA purchases should be highlighted if personal expenses are also included on the same receipt.
- Please place this form and receipts in the folder at the front office.
- You will be notified when your check is ready.
- For questions, please contact the Treasurer at bluehillsptapreasurer@gmail.com

<u>Administrative:</u>		<u>Ongoing Programs:</u>	
Admin. & Meeting Exp.		Art & Clay	
Consumables and Misc.		Assembly Program	
Insurance		Bobcat Be's	
Online Software		Computer Club	
Tax Preparation		International/State Day	
Xerox Charges		Library	
<u>Contributions/Awards:</u>		Running Club	
Honorary Award		Science Enrichment	
Reflection Contest		Technology	
<u>Fundraisers:</u>		Walk to School	
Bobcat Walk		<u>Service Programs:</u>	
Book Fair		Abilities Awareness	
Ice Cream Social		Disaster Prep	
Spirit Wear		Hospitality	
Yearbook		New Family Picnic/Tea	
<u>Special Projects:</u>		Principal's Disc. Fund	
Kiln repair/replacement		Scholarship Funds	
Project Cornerstone		Staff Appreciation	
Makerspace (3D printer)		Teacher's Disc. Fund	
Reading & Writing Training		5th Grade Farewell	
K/1 Phonics		<u>Others:</u>	
Kinder Chalk Boards			
Furnitures for PTA Room			
		TOTAL AMOUNT:	

Approval	President		Date	
	Secretary		Date	
Financial Record	Reimbursement No.		Combine Others?	
	Check Date & No.	____/____ No. _____	Check Total	