

Longs Creek Elementary PTA

Expense/Reimbursement Form

Complete form for any expense incurred on behalf of the Longs Creek Elementary PTA. **SALES TAX will NOT be reimbursed.** Attach receipts or invoices. Upon approval, payment will be remitted to you as indicated below. Paperwork is to be turned in to the Treasurer folder in the PTA closet or emailed to treasurerLCPTA@gmail.com. Checks are written and distributed every Friday morning. Questions: email or text (210) 842-7741

Your Name: _____	Date Requested: _____
Payable To: _____	Invoice #: _____
Address: _____ _____	Phone #: _____ (of vender or person getting check)
	Date Needed/Due Date: _____

Notes/Explain what purchase was for: _____

Vendor Name:	Budget Account:	Amount of Each Receipt:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Amount:

Remittance Request:

_____ Mail check to address above _____ Please contact me to coordiante pickup
 _____ Send check home though school by student
 Child's name & Teacher: _____ Phone #: _____

Signature: _____ **Position:** _____

DO NOT WRITE BELOW THIS LINE.

Date Received: _____		Date Paid: _____
Check Number: _____	Amount Paid: _____	Entered in QB: _____
President: _____	Treasurer: _____	