

Request for Payment/Reimbursement

*to be used for Student Enrichment, Grade-Level Allocation,
Specialist Allocation, and approved PTA program/event work*

Form must be filled out completely and accompanied by receipts. Be sure to keep copies of receipts submitted. Reimbursements will be given only for receipts dated in current fiscal year (July 2021-June 2022). PTA cannot guarantee reimbursement, so please refer to Guide to Use of PTA Funds document or ask PTA Treasurer or related committee chairperson for guidance on what PTA funds can/cannot cover. PTA cannot reimburse sales tax; contact Treasurer for tax-exempt letter. Please submit all reimbursement requests to Treasurer at islandlakeptatreasurer@gmail.com, or to the PTA mailbox in the front office within 30 days of event and allow 10 school days for reimbursement.

Date of Request: _____ Date Needed: _____

Submitted by: _____

Event/Program (Budget Category): _____

Person/Vendor to Be Paid: _____

Phone #: _____ Invoice #: _____

Address: _____

If school mail is preferred, list child's name and teacher:

Description of items and use:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____

Total Payment/Reimbursement: \$ _____

Administrative Assistant authorization for Student Enrichment, Grade-Level Allocation, and Specialist Allocation: _____

For PTA/Treasurer Use Only

PTA Check #: _____ Date: _____ Amt. Of Check: _____

Entered into MoneyMinder: _____