



# 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 2022-June 2023). 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](mailto: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:
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Total Payment/Reimbursement: \$ \_\_\_\_\_

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

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### *For PTA/Treasurer Use Only*

PTA Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Amt. Of Check: \_\_\_\_\_

Entered into MoneyMinder: \_\_\_\_\_