

CHESTNUT HILL PTA REQUEST FOR PAYMENT

Check Payable To: _____

Date of Request: _____

Individual Requesting Payment: _____ Phone # _____

Amount: \$ _____ Nature of Expenditure: _____

* A RECEIPT or appropriate documentation MUST accompany this form; without such, a reimbursement will not be issued.

* Tax should not be incurred at time of purchase, if individual fails to obtain a tax exempt form tax will not be reimbursed.

PTA is aware that certain stores do not accept tax exempt certificate without membership such as Costco & BJ's, in this case reimbursement of tax will be made.

* Receipts must be submitted within 30 days after the event.

Signature of Requestor

Approved (Pres. or Board Member)

CATEGORY OF EXPENSES

After-School Activities	Graduating Class Frame	Pres/Principal Dinner
Alternative Fundraising	Graduation	PTA Council
Arts in Education	Halloween Happening	PTA Council Meeting
Back to School Picnic	Holiday sale	PTA Installation Dinner
Board of Ed Meeting	Hospitality	Rebate Programs
Book Fair	Insurance	Safe Halloween
Bowling Event	Journal Ads	School Enhancement
Box Tops	Kindergarten Registration	School Supplies
Boy/Girl night	Kool Bag Fundraiser	Spiritwear for New Families
Bulletin Board	Ladies Night Event	Staff Recognition
Carnival	Membership	Stationery & Printing
Chairpersons meeting	Note Pad	Sunshine Fund
Citizenship Award	Office Supplies	Unity Fair/Diversity/Multicultural
Environmental Awareness	Parent Workshops	Variety Show
Farewell / Mementos	PARP	Wrapping paper
Fathers Day Event	Photography	Yearbook
Field Day	Plant sale	Other _____
Founders Day	Postage & Mailings	

do not write below this line

Date Paid ____/____/____ Check # _____