



The Parent Teacher Association / Asociacion de Padres y Maestros

Alvarado Elementary School

PTA FUNDS -- REIMBURSEMENT FORM

Date: _____

Requested By: _____

Make Check Payable To: _____

Amount: _____

PTA Budget Line Item(s) or Fund:

(example: Science Fund, Auction, PTA Meeting, etc. If from a classroom account put "class account" with room number)

Budget Item

Amount

Receipts must be attached. If not, please explain.

How can we contact you if we need more information?

Any Comments? _____

Checks are usually processed within 10 days or less. Please pick up your check from the School Secretary, or provide a self-addressed envelope.

Thank you for supporting Alvarado's children!

PTA Use Only:

Approved by person in charge of these funds: _____
(Committee Chair/Program Coordinator/Other _____)

PTA Use Only:

Ck# _____

Date _____

Acct# _____ Amt _____

Acct# _____ Amt _____

Acct# _____ Amt _____