

Check #: _____	Date Paid: ____ / ____ / ____
<b>FOR TREASURER USE ONLY</b>	

**Rhein Benninghoven PTA**  
**Request for Reimbursement or Payment**  
2021-2022 School Year

Make check payable to: \_\_\_\_\_

In the amount of: \$ \_\_\_\_\_ Date submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Receipts must be submitted with this form!**

Any requests without receipts must be approved by the executive board at their next meeting and will be delayed.  
Please be sure to fill in the exact name of the committee or budget line so the expense is recorded correctly.

Committee or Budget Line*	Receipt/Invoice From (Walmart, etc)	Description of Expense or Items Purchased (craft, prizes, snacks, etc)	Amount
* Budget Line Column Must Match a Budget Category or Reimbursement will not be processed.			TOTAL \$

Comments:  
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Signature of person requesting reimbursement or payment \_\_\_\_\_ (Phone #) \_\_\_\_\_

Reimbursement checks will be written and distributed by the last day of the month they are submitted. If you would like to receive a check more quickly, please contact Jaci Candelario, PTA Treasurer, by calling 816-679-4268.

***PLEASE STAPLE RECEIPT(S) TO THIS FORM – DO NOT USE TAPE.***