



Manor PTA

OFFICE
150 Oak Manor Drive
Fairfax, CA 94930
www.manorpta.org

PRESIDENT
Glynns Thomas
glynsthomas@comcast.net

PRESIDENT-ELECT
Anne Capron

VICE PRESIDENT
Tanya Nordstrom

VICE PRESIDENT
Danielle Fogel

TREASURER
Stacey Witchel

SECRETARY
Francie Bedinger

Request Funds from PTA (Reimbursement)

Person Submitting this Form: _____

Description of Expense: _____

Step #1 PRE-APPROVAL: (For costs over \$100 and did not receive a pre-determined budget. Otherwise, skip to Step 2.) **Before purchasing, obtain approval by submitting the top part of this form to the Treasurer's mailbox at the front office. It will be reviewed that Friday. If approved, a signed copy will be returned to the Treasurer's box for you to pick up. Use that copy for Step 2.**

Estimated Amount: \$ _____

PTA Board Approval: _____

Date approved: _____

Step #2 REQUEST A REIMBURSEMENT CHECK: *Keep receipts and tape flat and side-by-side to the back of this form or on another sheet of paper. Submit this form, with receipts, to the Treasurer's mailbox. It will be reviewed by the PTA that Friday. A check will be delivered the Friday after that.*

Receipt(s) Attached Total: \$ _____

Amount Donated* (optional): (\$ _____)

Total Reimbursement Requested: \$ _____

*Check here if you would like a donation letter for your tax records

Make Check Payable To: _____

Check to be (circle one): Mailed Picked Up (from front office)

Mailing Address: _____

PTA Use Only:

PTA Board Approval: _____

PTA Board Approval: _____

Date Approved: _____

Budget Item: _____

Paid: _____

Check Number: _____