

PS 261 Parent Teacher Association Expense Reimbursement and Advance Form

*Complete this form for every reimbursement or advance. Please print all information legibly and keep a copy for your records. Return the original copy of this form to the PTA Mailbox in the Main Office.
Thank You!*

Today's Date: _____ Name: _____
 Phone: _____ Address: _____
 Email: _____ City: _____ Zip: _____

Address to mail check to (if different): _____

Relationship to school: Parent Teacher Administration Other _____

THIS REQUEST IS FOR (check one):

ADVANCE: Please copy your completed form. After purchases are made, submit a form with your expenses and receipts and attach the copy of this advance form to it. Your advance and expense forms will then be filed together.

For: Item/s: _____ Category/s: _____

Amount advanced: _____

RECONCILIATION OF ADVANCE: Please attach a copy of the advance form and complete the expense section below.

Amount due to you: _____ **OR** Amount due to PTA: _____

REIMBURSEMENT

- ! Please submit a receipt for every expense listed. Receipts must list items as well as prices. If necessary, write a brief description beside each price on the receipt (e.g., "water" or "paint" or "copies").
- ! Attach (tape) all receipts to a separate piece of paper and staple the paper to this form.
- ! Unless otherwise indicated, a check will be mailed to the address at the top of this form.
- ! If a receipt covers items in more than one category, list each category separately and repeat the store name.

EXPENSES

| Store/Receipt | Item(s) | Category of Expense (see below) | Cost |
|-----------------------|---------|------------------------------------|------|
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| | | | |
| Total Expenses | | | |

Approved PTA Budget Categories:

- | | | |
|---|--|--|
| Accountant Annual Initiative Art Programs Atlantic Antic Computer Support Cultural Events (Met. Opera) Fall Appeal 2005 Fall Bookfair Fall Candy/Magazine Sale Fall Festival Food | K and 5 th Graduations Lunch Aides Lunch Clubs Mediation Newsletter Office Supplies/Copier Principal's Fund PTA Childcare PTA Expenses School Photos Secretarial Services | Special Events Spring Auction Spring Bookfair Support Services Teacher Supplies/Materials Telephone Water Winter Appeal |
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