



# COYOTE RIDGE ELEMENTARY PTA

## Expense Reimbursement Form

**\*Please attach invoice/receipts. Receipts for PTA purchases ONLY\***

Please put your completed form in the Treasurer Folder in the staff workroom and allow for two weeks processing time.

Requestor Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Requestor Signature: \_\_\_\_\_  
 Requestor Contact Phone or Email for questions: \_\_\_\_\_  
 Make Check out to (if not requestor): \_\_\_\_\_

- Please put in Requestor's Mailbox  Please leave with the front office for pick up  
 Mail Check to: ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Fundraising

- Fundraiser  
 Easy Money (Indicate Program) \_\_\_\_\_  
 \_\_\_\_\_  
 Other: \_\_\_\_\_

### Comm. Bldg Activities

- Bingo  
 Book Exchange  
 K-3 Movie Night  
 4-5 Movie Matinee  
 Carnival  
 Father/Daughter Dance  
 Mom/Son Event  
 Trunk or Treat

### Membership

- 3rd District Dues  
 Drive incentive/Supplies  
 PTA Info Night  
 Staff Membership Breakfast

### Enrichment Programs\*:

\* Please use "Scholarship Request Form" for field trip scholarships or spirit wear scholarships. These can be found in the PTA box in the staff workroom or on our website.

- Art Docent  
 Music Docent  
 Curriculum Enrichment  
 Spirit Wear Scholarship\*  
 Field Trip\*  
 Assembly: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Operational Costs:

- Accounting Software  
 Bank Fees  
 Charitable Trust  
 Communication/Copies  
 Insurance  
 Convention/Training  
 Other: \_\_\_\_\_

### Hospitality:

- Mugs & Muffins  
 Staff Appreciation  
 Misc. (describe) \_\_\_\_\_

	Date	Store	Item	Line Total
1				
2				
3				
4				
5				
6				
7				
<b>Total Reimbursement Amount Requested:</b>				

PTA USE ONLY		
Check # Issued: _____	Amount \$: _____	Date: _____
President's Signature: _____		MM XLS
Secretary's Signature: _____		