

Prairie PTA

Check Request/Reimbursement Form

Instructions: Please fill out this form completely and staple receipts to the back of this form. No reimbursement will be made without a receipt. Put this completed form in the Treasurer's folder in the PTA box or mail to Chad Wood, 4115 W 54th Terrace, Roeland Park, KS 66205.

Committee: _____ Today's Date: _____
Committee Chairman: _____ Phone #: _____
Event/Purpose: _____
Submitted by: _____ Signature: _____
Committee Chair Signature: _____
Budget Category _____

(Reimbursement request form must be signed by submitter and committee chair)

Receipt(s) must be attached to this sheet!

List item(s) purchased or services received:

Make check payable to: _____ in the amount of \$_____

Check here to have your check left in your committee's box
in the PTA cabinet OR please mail to the following address:

Name

Address

City,State,Zip

FOR TREASURER'S USE ONLY:

Check Number: _____ Date Paid: _____ Amount: _____ Category: _____

Questions? Contact Chad Wood 913.908.7151 or cwood@realrealtykc.com