



# JORDAN PTA CHECK REQUEST

REIMBURSEMENT     CHECK TO VENDOR     ADVANCE

The PTA can pay for most school related items to empower and support the membership with skills in advocacy, leadership, and communication to positively impact the lives of all children. The PAUSD K through 12 staffing policy prohibits the PTA from funding staffing expenses during school hours. The PTA can fund staffing expenses before school, after school and during lunch provided that they do not supplant normal curriculum. Questions? E-mail jaguartreasurer@gmail.com. Place completed form & supporting material in **Treasurer's box in school mail area.**

Requestor's Name \_\_\_\_\_

Requestor's Email Address – please print legibly! \_\_\_\_\_

Requestor's PTA Position (if applicable) \_\_\_\_\_

Requestor's Phone Number \_\_\_\_\_

Date \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

**Reason for Expenditure** \_\_\_\_\_

**Budget Category** \_\_\_\_\_

**Signature of approver (event chair, VP, etc.):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Before submitting this form please check the following:**

- Gather receipts and documentation
- Ensure all items are clearly labeled, dated and legible and marked appropriately if there are multiple receipts
- If possible tape small receipts to letter size paper; attach supporting material to the back of this form
- Complete the expense summary below; show any advance as a negative item
- Place the completed form and supporting material in the **Treasurer's box in the school mail area**

Date	Payee	Description	Amount
			\$
			\$
			\$
			\$
			\$

**TOTAL \$**

**The check should be made out and mailed to: (Please print)**

Check Recipient's Name \_\_\_\_\_

Check Recipient's Email Address \_\_\_\_\_

Check Recipient's Phone Number \_\_\_\_\_

Check Recipient's Street Address \_\_\_\_\_

Check Recipient's City \_\_\_\_\_

Check Recipient's Zip Code \_\_\_\_\_

*For Treasurer's Use Only*

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number      Amount      Date Written      Date Sent