

NORTHWOOD HILLS ELEMENTARY PTA REIMBURSEMENT REQUEST

To: Treasurer, NHE PTA

Date: _____

Requested by: _____
 Check amount: \$ _____
 Payable to: _____
 Put in PTA box? Yes No
 Mail to payee at: _____

Instructions:

1. If your receipt/invoice reflects more than one budget item, please identify each account and the amount.
2. To be reimbursed for your expenses, you must attach receipts to this request.
3. To request payment of vendor's bill, attach invoice.
4. REMEMBER - PTA DOES NOT PAY SALES TAX on items purchased for its use; therefore sales tax will not be reimbursed.
5. Keep the bottom copy for your records and place the other two copies in the treasurer's folder at school.

CHARGE TO:

Operational Expenses

_____ Accounting and Reporting
 _____ Contingency
 _____ Executive Administration
 _____ Insurance
 _____ NHE Support & Appreciation

_____ RISD Council
 _____ Sales Tax
 _____ State & Nat'l PTA Dues
 _____ Other _____

Standing Committees

_____ Arts Awareness
 _____ Book Fair
 _____ Citizenship and Legislation
 _____ Corresponding Secretary
 _____ Council Delegate
 _____ Directory
 _____ Enrichment - NEST
 _____ Field Day
 _____ Health and Safety
 _____ Historian
 _____ Homeroom Representative
 _____ Honor's Night
 _____ Hospitality
 _____ Library
 _____ Membership
 _____ Multi-cultural
 _____ Parent Education
 _____ Parliamentarian
 _____ Playground & Landscaping

_____ Programs
 _____ Public Relations / Publicity
 _____ Recording Secretary
 _____ SAGE
 _____ Special Committee-Environmental
 _____ Special Committee-Inter-School Liaison
 _____ Student Aid/Clothes Closet
 _____ Supply Store
 _____ Back to School
 _____ General Supplies
 _____ Spirit Items
 _____ Volunteer Services
 _____ Ways & Means
 _____ Fall Fundraiser
 _____ Spring Fundraiser
 _____ Other
 _____ Webmaster
 _____ Disbursements
 _____ Other _____

Explanation: _____

Signature: _____

Disbursement _____
 Chair

Approved: _____
 President or 1st Vice President

 Treasurer

Date Received: _____

Date Issued: _____

Check Number: _____