

Menlo-Atherton High School PTA 2020-21 Reimbursement/Payment Request Form

Date: _____ Total Reimbursement Request Amount: _____

Date of Receipt	Vendor/Store/etc.	Account/ Sub Category*	Description	Amount
Total:				

*Account/Sub Category to be charged – see next page for list of accounts & categories

Make Check Payable to: _____

Mail Check to this address: _____

Submitted By: _____ Signature: _____

Phone: _____ E-mail: _____

Approved By: _____ Approval Signature: _____

(Must be approved by budget line item owner – Staff Member or PTA Committee Chair)

***** DO NOT LEAVE REIMBURSEMENT REQUESTS IN PTA CUBBY IN OFFICE *****
***** EMAIL REIMBURSEMENT REQUESTS TO: treasurer@mabearspta.org *****

Please scan/copy receipts and include when submitting this form.

Checks will be run approximately every two weeks.

Reimbursement request forms must be submitted within 90 days.

Thank you for all of your efforts on behalf of the M-A PTA and our students!

**Mark Baker
M-A PTA Treasurer**

For PTA Use:

Verify receipts match request.
Verify amount is within budget.

Treasurer Signature: _____
Date: _____

*M-A PTA Reimbursement Form – List of Accounts/Sub Categories

Below are the Accounts/sub-categories to be used in the Reimbursement/Payment Form expense table

Fashion Show Expenses (Please also indicate sub category below):

- Sponsorship/Promotional/Misc.
- Decorations/Food
- Production
- Program
- Ticket Agency Fees
- Video/Photo Sales

Awards & Scholarships

- Academic Recognition including SOQ awards; Student (Senior) Awards Night; National Honor Society
- CSF Administration
- CSF Scholarships

Faculty & Admin Assistance

- College Club Lunches/Career Center
- Counselor Day
- Principal's Fund
- Volunteer Appreciation (May event)
- Staff Appreciation (please indicate: year-end events; May Luncheon; New Teacher; Platinum banner; Teacher Hospitality Week)

Graduation Activities

- Graduation Night Expenses
- Graduation Flowers Senior Breakfast

Computer Refurbishment Expense

Mini-Grants Please indicate the year, mini-grant season and mini-grant # as shown below:

- 20XX Fall Mini-Grant #XX
- 20XX Spring Mini-Grant #XX

Operating Expenses

- Board Expenses; Board Supplies
- Hospitality
- Membership Expenses
- Treasurer Supplies

Parent Services

- 8th Grade Info Night
- Parent Education (speaker fee/refreshments, etc.)

Student Services

- Freshman Challenge Day (lunch, supplies, etc.)
- Freshman Transition
- Math Contests (Entry fees, trophies)
- Student Leadership (please specify use of funds)
- Student Support Services (at risk)

Other - Please be specific!