

Attach receipts, invoice  
or contract

## Manor Woods Elementary School PTA Reimbursement Request/Direct Payment Form

Pay to the order of: \_\_\_\_\_  
(print name to appear on check)

Date Submitted: \_\_\_\_\_ Event: \_\_\_\_\_  
(reason for expense)

Payment instructions: \_\_\_\_\_  
(what to do with check)

### List expenses by Committee (Budget Area):

Administrative Expenses	\$ _____	Hospitality	\$ _____
After School Programs	\$ _____	Lost & Found	\$ _____
Back to School Picnic	\$ _____	Market Day	\$ _____
Basket Bingo	\$ _____	Membership/Directory	\$ _____
Book Exchange	\$ _____	Nominating Committee	\$ _____
Blood Drive	\$ _____	Photographer	\$ _____
Bulletin Board	\$ _____	PTA Council Delegate	\$ _____
Capital Purchases	\$ _____	Publicity	\$ _____
Citizens Advisory	\$ _____	Rainy Day Recess	\$ _____
Community Service	\$ _____	Reading Campaign	\$ _____
Cultural Arts	\$ _____	Reflections	\$ _____
Ducktales	\$ _____	Room Parents	\$ _____
Environment	\$ _____	SIT	\$ _____
Fall Book Fair	\$ _____	Teacher Appreciation Week	\$ _____
Fall Fundraiser	\$ _____	TV Turn-off Week	\$ _____
Family Social	\$ _____	Variety Show	\$ _____
Field Day	\$ _____	Volunteer Program	\$ _____
Fifth Grade Close	\$ _____	Walking Program	\$ _____
Fun Day	\$ _____	Webmaster	\$ _____
Giant/Safeway	\$ _____	Welcome Committee	\$ _____

Total amount requested: \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Print Name Signature

Chairperson approval: \_\_\_\_\_  
Print Name Signature

Date received: \_\_\_\_\_ Date paid: \_\_\_\_\_

Check number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Issuing Officer: \_\_\_\_\_  
Print Treasurer Name Treasurer's signature