

## Reimbursement/Payment Request

(not to be used by Spiritridge staff)

Receipt(s) or invoice(s) must be attached for reimbursement/payment. **Chairperson signature or email verification is also required to process reimbursement.** If the budget for an event is exceeded without prior Board &/or membership approval, reimbursement is *not* guaranteed.

Return completed form to the treasurer's file in the office (or email to [treasurer@spiritridge.org](mailto:treasurer@spiritridge.org)), and reimbursement will be made as soon as possible.

If you need cash for making change at an event, mark "CASH BOX" as purpose and give the treasurer at least ten (10) days notice prior to the activity/event.

Please check appropriate box:  Reimbursement  Vendor Payment (Invoice #: \_\_\_\_\_ )

Date of request: \_\_\_\_\_ Date needed: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Check Payable to: \_\_\_\_\_

Committee name or budget line item: \_\_\_\_\_

Purpose: \_\_\_\_\_

Requested by: \_\_\_\_\_

Contact email or phone: \_\_\_\_\_

Committee Chairperson Signature: \_\_\_\_\_

or Chairperson Email Verification Attached (*in lieu of Chairperson Signature*)

Reimbursement delivery (checks will not be sent home via your child's teacher):

Pick Up at School (PTSA Folder in main office)  U.S. Mail (full name & address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR TREASURER USE ONLY

Payment made to: \_\_\_\_\_

Check date: \_\_\_\_\_ Check #: \_\_\_\_\_ Check amount: \$ \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Delivered via: \_\_\_\_\_