

KING MIDDLE SCHOOL PTA
REIMBURSEMENT AND CHECK REQUEST FORM
2021-2022

Please be aware that check requests can take up to 2 weeks to process.

A. Check details:

Name of Payee: _____ Total Amount: \$ _____

B. Type of payment (check one): ☐ Advance, or ☐ Reimbursement

C. Describe expense(s) covered by this request, approved purpose(s), and amount(s):

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

D. Attach ORIGINAL receipts/invoices.

E. Sign and date form.

Print Requestor Name: _____

*Requestor Signature: _____ Date: _____

*By signing this form, you certify that the purchase(s) or expense(s) is/are for the benefit of the King Middle School program described and is/are not being paid or reimbursed from any other source.

Phone: _____ Email: _____

F. Procure approval signatures (King staff MUST have Principal's approval).

☐ PTA Budget/Committee Name: _____ ☐ Principal

*Approval Signature: _____ [President] Date: _____

*Approval Signature: _____ [Secretary] Date: _____

*Approval Signature: _____ [Principal] Date: _____

By signing this form, you certify that the purchase(s) or expense(s) is/are for the benefit of the King Middle School program described and is/are not being paid or reimbursed from any other source.

G. Check one: ☐ Leave check with **Tania** in main office, or ☐ Mail check (USPS) to:

Name: _____

Street: _____

City, State, Zip: _____

Phone: _____ Email: _____

H. Submit form and original receipts/invoices.

King staff: Leave packet in Principal's mailbox for her signature; she will pass it on to us.

PTA: Leave packet in PTA Box – TREASURER'S FOLDER - in the King front office or email the King PTA treasurer.

Questions? Contact **Brian** at ptatreasurer@mlkmiddleschool.org.

Thank you for your work on behalf of King Middle School and the King PTA!