

Line Creek PTA
Check Request for Reimbursement or Expenses

Date Requested: _____ Committee: _____

Amount Requested: _____ (please attach receipts)

Check Payable To: _____

Reason for Expenditure: _____

Requested by: _____

Committee Chairperson Approval by: _____

Requests by committee chairpersons do not need any additional approval as long as expenses are within budget.
Committee members must have approval of the committee chairperson before submitting this form for payment.

For Treasurer Use Only:

Date Paid: _____ Check # _____ Treasurer: _____

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