

Lakewood Elementary School PTA

Expense Reimbursement/Check Request

(07/01/2024 – 06/30/2025)

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- Complete this form
 - Attach receipts, invoice, and/or other documentation
 - Put form and supporting documentation in the PTA Treasurer's mailbox at Lakewood ES or send via email to treasurer@lakewoodpta.org
 - Submit at least one week in advance for third-party direct checks
 - Allow at least two weeks for reimbursements

Thank You!

Date of Request: _____ Amount: \$ _____

Indicate if: Third-Party Direct Payment *or* Reimbursement

Check Payable To: _____

Address: _____

Telephone: _____

Activity/Event: _____

Description of Expenses: _____

Submitted by
Name: _____ Telephone: _____

Email: _____

Signature: _____

Please submit all expense reimbursement requests to PTA treasurer before the end of the school year. Late submissions may result in delayed reimbursements. Thanks for your help!

Approved: _____	Date: _____	Check #: _____
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