

For Treasurer's Use

Check# \_\_\_\_\_

Date Paid: \_\_\_\_\_

**EVERETT HIGH PTA 7.3.85  
REIMBURSEMENT / PAYMENT REQUEST FORM**

Committee: \_\_\_\_\_

Amount of Purchase/Request: \_\_\_\_\_

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

Description of Expense: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address (if needs sending) \_\_\_\_\_

Attach invoices or receipts (REQUIRED FOR PAYMENT)

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

This form enables the Treasurer to pay expenses correctly and is a record of our expenditures. It protects all of us and must be completed for all payment requests.