



MANHATTAN BEACH MIDDLE SCHOOL PTA CHECK/REIMBURSEMENT REQUEST FORM

- 1) Attach original receipt or invoice/bill to Request.
- 2) **Attach an addressed, stamped envelope if check is to be mailed. OTHERWISE, checks will be available in office.**
- 3) Approval for payment is required by either Principal or Committee Chairperson
- 4) Place completed Check Request/reimbursement form with attachments in Treasurer folder in office.
- 5) Allow up to 10 business days for reimbursement

Date: _____

Requested by: _____ Phone: _____

Email: _____

Budget Category/Event Name: _____

Purpose for Expenditure: _____

Check Payable to: _____

Mail check to (please see item #2 in instructions above): _____

Address: _____ Attn.Dept.: _____

City: _____ State: _____ Zip: _____

Please leave check in my mailbox

Please leave check in office for pick up

	Store/Vendor	Description	Cost	Sub Total
1-				0.00
2-				
3-				
4-				
5-				
All items purchased with PTA funds are considered property of MBMS PTA			TOTAL	\$ -

Dept./Committee Chair Signature: _____

Date Approved: _____

Principal Signature: _____

Date Approved: _____

PTA President Signature: _____

Date Approved: _____

This section to be completed by the Treasurer

Paid Date: _____

Check Number: _____

Account: _____

Authorized by: _____
Treasurer Signature

**Requests are picked up on Mondays and distributed Wednesdays, except holidays.
NOTE: Incomplete forms will delay reimbursements by one week**



PTA Reimbursement Procedure

In order to process your reimbursement and ensure that there are no delays, please follow the steps below:

- 1 Print or download the Check Request/Reimbursement Form. Fill in the form completely. Please take the time to list all the receipts separately in the box located on the lower half of the form. Forms are also available in the office.
- 2 Attach the original receipt(s), invoice or bill to the Check Request/Reimbursement Form. Please staple all receipts/invoices/bills behind the form.
- 3 Be sure to note the "Budget Category/Event Name" where required. This will help us assign the reimbursement to the proper account.
- 4 Please provide as much information as possible, especially listing all receipts in the "Store/Vendor" box.
- 5 Obtain the Principal or PTA Committee Chair's signature prior to turning in your Check Request/Reimbursement Form.
- 6 If you would like your check mailed, please attached a self-addressed, stamped envelope.
- 7 Place completed forms in the PTA mailbox in the office OR email completed form and supporting documentation to the Treasurer.
- 8 Submit all receipts for reimbursement within 30 days of original expense. **No requests for reimbursement will be accepted after the end of the MBMS PTA Fiscal Year (June 30) without prior approval.**

* Please note our schedule:

- 1 Check request/Reimbursement Forms are picked up on Mondays.
- 2 Checks are written on Tuesday and distributed on Wednesday, except holidays.
- 3 The PTA President must approve and sign all checks.

NOTE: INCOMPLETE FORMS WILL DELAY REIMBURSEMENTS BY ONE WEEK!