

**Wanda Gray PTA  
Expense Reimbursement Procedure Form  
2011-2012**

- 1) Please complete and submit entire form with receipts attached. If check needs to be made payable to someone other than yourself, it will be mailed directly to the vendor unless otherwise stated. Prior to expenditure, please review with the PTA President.
- 2) Leave form with attached receipts in the President's folder for approval. You will be reimbursed promptly. A check will be sent to you via your child's teacher.
- 3) Be sure to indicate the correct committee to charge your expense against and have the Committee Chair sign off the form. If purchasing for several committees, please break down and list expenses separately.
- 4) Contact one of the officers below if you have any questions:

Ann Owsley, President  
881-8633

Lyndsay Peck, Vice President  
300-0146

Jessica Escobar, Secretary  
569-3131

Heather Heide, Treasurer  
773-6170

**WANDA GRAY PTA  
EXPENSE REQUEST 2011-2012**

Issue Check To:		Date:	
Person Requesting Check:		Committee:	
Child's Name:		Child's Teacher:	
<b>RECEIPT FROM</b>	<b>DESCRIPTION OF EXPENSE</b>	<b>AMOUNT</b>	<b>TREASURER'S USE</b>
<b>TOTAL AMOUNT:</b>			

<b>PRESIDENT'S APPROVAL:</b>	
<b>TREASURER'S USE: CK #</b>	<b>DATE PAID:</b>