

Nixon PTA Reimbursement Request

Lucille M. Nixon Elementary School PTA, 1711 Stanford Ave, Stanford CA 94305

Instructions:

1. Check with the PTA Treasurer or President if you have questions about eligible expenses.
2. Attach dated and itemized receipts.
3. Return completed and signed form with receipts to the PTA drawer in the Nixon office.
4. The requestor or payee will be notified when the check is ready for pick up at the Nixon School office. If you want the check mailed, attach a self-addressed envelope.
5. Contact the treasurer if you have not received reimbursement after two weeks.

Description of Expense	Budget Category	Amount

TOTAL AMOUNT TO BE REIMBURSED / PAID \$ _____

Check payable to: _____

Requested by: _____ Date: _____

Mobile Number to text or email address: _____

Signature: _____

For PTA Treasurer Use Only.

Request received date:	Method of Disbursement
Payment Information	<input type="radio"/> Mailed / date:
Check #:	<input type="radio"/> Left at school for pick up / date:
Date issued:	<input type="radio"/> Delivered to person /date: