

GATEWAY MIDDLE SCHOOL PTSA REIMBURSEMENT/PAYMENT REQUEST FORM

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. Attach invoices or receipts (REQUIRED FOR PAYMENT) and email to gatewaypts7.3.72@gmail.com Please do NOT include any personal items on a receipt being reimbursed by the PTSA.

Date of Request: _____

Amount: _____

Make check payable to: _____

Email/Phone #: _____

Description of Expense: _____

Method of Receiving Check:

US Mail: _____

Other: _____

Please indicate budget category of expenditure

- | | | |
|---|--|--|
| <input type="checkbox"/> Membership Drive | <input type="checkbox"/> Drama | <input type="checkbox"/> WSPTA Convention |
| <input type="checkbox"/> PTSA Awards | <input type="checkbox"/> 8 th Grade Dance | <input type="checkbox"/> Autumn Leadership Launch |
| <input type="checkbox"/> SOTM Breakfast | <input type="checkbox"/> AIM Insurance | <input type="checkbox"/> Council Convention Basket |
| <input type="checkbox"/> Staff Appreciation | <input type="checkbox"/> Annual Report | <input type="checkbox"/> Money Minder renewal |
| <input type="checkbox"/> Student Store | <input type="checkbox"/> Web Hosting | _____ |
| <input type="checkbox"/> Individual Faculty Allowance | <input type="checkbox"/> Zoom Renewal | _____ |

Requested by (Print): _____

Requested by (Signature): _____

Chair, VP of Volunteers or President Signature: _____

TREASURER'S USE:

Date Paid: _____

Check#: _____

Input in Money Minder: _____