

## Nixon PTA Reimbursement/Payment Request

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

### **Instructions:**

1. Print and complete this form if you are accessing it online. Please make sure you sign it. Use this form to request reimbursement or payment of approved PTA expenses.
2. You can find a list of [approved PTA expenses](#) list online or in the Reimbursement/Payment Request folder at the PTA Office in school. If you have any questions, please contact the [PTA Treasurer](#).
3. Attach receipts or if a receipt is not available, attach a note explaining why the receipt is missing, that you received materials, and that you have paid for the materials. If this is a payment request, please submit a quote or invoice from the supplier.
4. Return the completed request to the Treasurer Drawer in the Nixon School office. The Treasurer Drawer is located behind the office counter in the Nixon School office.
5. The request will be reviewed and the check should be ready in two weeks as long as the reimbursement request is within the budgeted amount.
6. Attach a stamped, self-addressed envelope if you would like the check to be mailed to you. Otherwise, the requestor or the payee will be notified when the check is ready for pick up at the Nixon School office.

Description of Expense	Budget Category	Amount

Total amount to be reimbursed/paid: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Payable to: \_\_\_\_\_

*requestor)*

*(Fill out only if different than*

*For PTA Treasurer Use Only*

Request received:	Method of Disbursement:
<b>Payment Information</b>	<input type="checkbox"/> Mailed / Date
Check #:	<input type="checkbox"/> Left at school for pick up / Date notified:
Date Issued:	<input type="checkbox"/> Delivered to mail-box or person /Date:

Treasurer Initial: \_\_\_\_\_