



To Complete Form Online:



Sierra Elementary PTA 2024-2025 Reimbursement Request Form

Name of Person Making Request: _____

Date: _____ Email: _____

Reason for Disbursement (provide a description of expenses): _____

Which Committee/ Expense Category is Responsible for the Disbursement (i.e., Conference Dinners, Field Day, Arts Night, etc.): _____

Check Details

Make Check Payable To: _____

Amount of Check: _____ Date Check is Needed: _____

Name of School Mailbox or Full Mailing Address for Check Delivery: _____

Submit this form, along with all supporting documentation (receipts, invoices, etc.) to the Treasurer mailbox or to Treasurer@SierraPTAArva.org

For Board Use Only - Approvals & Budget Account

Treasurer: _____ Date: _____

President (if over \$100): _____ Date: _____

Budget Account: _____ Notes: _____

Check #: _____ Date Issued: _____