

Westglades Middle School PTA

Expense Reimbursement/ Check Request

This form is to be completed for approved Westglades PTA related expenditures.
Requests are to be made one week in advance and submitted to the PTA Treasurer.

Attach all related receipts.

Request Date: _____ Requested By: _____

Payable To: _____

Activity or Event: _____

Description	Amount
Total Amount to be Reimbursed:	

President Approval: _____

Treasurer Approval: _____

For Accounting Purposes Only:

Date Check Issued: _____ Check No: _____