For Treasurer Use Only:

Check No: _____
Date Paid: _____

PACIFIC PTA 2011-2012
PAYMENT REQUEST/REIMBURSEMENT

INSTRUCTIONAL MATERIALS ONLY

(Final Date to submit receipts is June 1, 2012)

Grade:_____ Date Submitted: _____

Submitted by: _____

Please list the teachers to whom this expense should be allocated:
(For tracking Instructional Materials budgets only– the check will be paid to person on payee line.)

Grade Level Chair Authorization: _____
(REQUIRED - Signature)

Payee: _____
(Insert name here if Payee is different from person submitting form.)

Disposition of Check (mark with "X") Office ____
Mail ____
Address for Mailing _____
(Person and/or Company Name)

_____
(Street Address)

_____
(City, State and Zip Code)

_____
(E-mail)

Purpose of Expenditure _____

Item	Amount
_____	_____
_____	_____
_____	_____
Total	_____

PLEASE ATTACH ALL RECEIPTS AND SUBMIT TO TREASURER FOR PAYMENT (within one month of expenditure) *Either in School Office or, if urgent, contact Sandra Meyer at smeyer999@yahoo.com or Shannon Ryan at shannon.t.ryan@ampf.com.*

GUIDELINES

1. PTA Instructional Materials fund is available to provide teachers with items for which the District will not provide. (Please do not use this budget if the District will provide or pay for the item)
   Please seek pre-approval from your Grade Level Chair for any item you would like to purchase. Grade Level Chairs: K- Emily Sanders, 1st-Mariah Cooley, 2nd-Michelle Lautanen, 3rd-Jackie Tang, 4th-Paula Noda, 5th-Susan Stelter
2. Submit the Instructional Materials Reimbursement Form to PTA Treasurers, Shannon Ryan and Jessica Moffett, in the Treasurer's cubby in the office.