

Plaza Middle School PTA Check Request  
for Reimbursement or Expenses

Date Requested: \_\_\_\_\_ Budget Line: \_\_\_\_\_

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

Requests by committee chairperson do not need any additional approval as long as expenses are within budget. Committee members must have approval of the committee chairperson before submitting this form for payment.

Amount Due: \_\_\_\_\_ Payee: \_\_\_\_\_

Brief Description of Expense:  
\_\_\_\_\_

Treasurer's Notes: Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Treasurer:  
\_\_\_\_\_

Amount Available in Budget Before Request:  
\_\_\_\_\_

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Amount Available in Budget Before Request:

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