



For Accounting Use Only:  
 Date Entered to Quicken: \_\_\_\_\_  
 Check issued: \_\_\_\_\_

## Check Request & Expense Reimbursement Form

**Parent/PTA Section**

Name: \_\_\_\_\_

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

Committee/Event: \_\_\_\_\_

Event Date/Check needed by: (if applicable) \_\_\_\_\_

**Teacher/Staff Administration Section**

Name: \_\_\_\_\_

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

Mark one:

Experiential Learning Grade: \_\_\_\_\_ Bus? Please add separately

Professional Development  Other (explanation) \_\_\_\_\_

Event Date/Check needed by: (if applicable) \_\_\_\_\_

Itemized Expenses/Check Requests			
Date	Vendor	Explanation	Amount
<b>TOTAL</b>			

***Reimbursement and check requests must include receipts, invoices or supporting documents.***

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

Treasurer Verification: \_\_\_\_\_ Date: \_\_\_\_\_