

Chatsworth Avenue School PTA Check & Expense Reimbursement Request – 2019-2020

EXPENSE INFORMATION

Date of Request:

Payee Name:

Payee Address:

Check \$ Amount:

Purpose:

Committee:

Requested by:

Email:

☐ Help us reduce our paper usage! Please check here to be reimbursed via Paypal and provide your PayPal email address **DIRECTIONS & APPROVAL**

1. Complete the information above and obtain the appropriate signature below. (Signature of the Vice

President overseeing your committee is required. VP's will submit their own expense requests to the PTA Presidents. Any amount over \$500 must be signed by the PTA Presidents) 2. Attach / enclose the following as applicable:

a. Original receipts for reimbursement requests b. Vendor contracts signed by the PTA President c. Time sheet for hourly contractors d. Completed W-9 forms for independent contractors 3. Enclose the completed form and attachments in a sealed envelope addressed "PTA Treasurer". 4. Drop envelope in the slot labeled "PTA Treasurer" OUTSIDE the main office.

Approval Date:

Approval By (please print):

Approval (signature):

PTA CONTACT INFO:

Please reach out to the PTA Treasurer with any questions:

Treasurer: Amy Kessler (akessler416@gmail.com) VP Finance: Lauren Levine (levinelaur@gmail.com)

Co-Presidents: Tiffany Smith (smith10538@gmail.com) Tracy Ferrara (tracylferrara@yahoo.com)

Secretary/ Reps&Communication: Glenna Lee (glee1077@gmail.com) VP Fundraising – Amanda Cruikshank(alcruikshank@gmail.com) and Anna Summers (annandchris6@gmail.com) VP Enrichment: Rachel Hazen (rachelbrecher@hotmail.com) VP Community&School Programs: Jeanne Grzywacz (jeannegrzywacz@gmail.com) VP Website: Melissa Manice (melissamanice@gmail.com)