



## Canyon Creek Elementary PTA

### Check Request for Reimbursement of Expenses

Instructions for reimbursement:

1. Complete entire form -- be as complete as possible.
2. Attach detailed receipts to this form.
3. Send this form with detailed receipts to PTA Treasurer.
4. Retain a copy of this form and your receipts.

Committee:

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Activity/Event:

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Make Check Payable to:

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RECEIPT DATE	DESCRIPTION	AMOUNT
TOTAL		

Requested by:

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Telephone or email address:

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Date Requested:

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Office Use Only

Authorized By:

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signature of PTA Board member