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: ________________________________

Activity/Event: ________________________________

Make Check Payable to: ________________________________

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<thead>
<tr>
<th>RECEIPT DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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TOTAL

Requested by: ________________________________

Telephone or email address: ________________________________

Date Requested: ________________________________

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Office Use Only

Authorized By: ________________________________

signature of PTA Board member

8/2017