

# EXPENSE REIMBURSEMENT FORM

Before you spend, please communicate your expense purpose and estimated amount to the PTSA co-Presidents (with the exception of classroom allocation expenses). This will help PTSA manage the annual budget accordingly. [President@WoodridgePTSA.org](mailto:President@WoodridgePTSA.org)

Date of request: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Requested by: \_\_\_\_\_ Email: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Delivery method:  staff inbox  pay vendor directly  PTSA hanging file  other:

\*\*\*\*\*

1. Indicate budget line item for expense (email [Treasurer@woodridgePTSA.org](mailto:Treasurer@woodridgePTSA.org) if unknown).

- |   |   |
|---|---|
| <input type="checkbox"/> Administration                         | <input type="checkbox"/> Classroom allocation (deadline April 10, 2020)     |
| <input type="checkbox"/> Humanitarian (Office Manager use only) | <input type="checkbox"/> Enrichment - field trips (Office Manager use only) |
| <input type="checkbox"/> Literary events                        | <input type="checkbox"/> Enrichment - other preapproved expense             |
| <input type="checkbox"/> Programs: _____                        | <input type="checkbox"/> 5th grade - graduation & BizTown                   |
| <input type="checkbox"/> Fundraising: _____                     | <input type="checkbox"/> Scholastic Book Fair                               |
| <input type="checkbox"/> Other: _____                           | <input type="checkbox"/> Membership   |

2. Description of expense: \_\_\_\_\_

Please attach original receipts to this request form, and submit within 45 days of incurring the expense. Incomplete documentation will be ineligible for reimbursement.

**Requested by:**  
**(signature)** \_\_\_\_\_

Contact [Treasurer@WoodridgePTSA.org](mailto:Treasurer@WoodridgePTSA.org) with questions.

|                            |           |
|----------------------------|-----------|
| <u>Treasurer use only:</u> |           |
| Check #                    | Amount \$ |

*Connection, volunteerism, and financial support for Woodridge Elementary*