

Woodstock Elementary PTA Reimbursement Request Form

Date: _____ Amount requested: _____

Requested by: _____

Check written to (if different from above): _____

Purpose(s) of Requested Funds:

Signature of person(s) requesting funds: _____

******IMPORTANT: Staple your receipt(s) to the BACK of this form. ******
Please highlight items for requested reimbursement.

For PTA Use only

Approval: _____ Check # _____
President

Approval: _____
Treasurer

Bank/Account (circle one): **US Bank Checking** **Wells Fargo**

Copy of written check attached below: