

Menlo-Atherton High School PTA 2021-2022 Reimbursement/Payment Request Form

Date: _____ Total Reimbursement Request Amount: _____

Date of Receipt	Vendor/Store/etc.	Account/ Sub Category*	Description	Amount
			Total:	

*Account/Sub Category to be charged – see next page for list of accounts & categories

Make Check Payable to: _____
 Mail Check to this address: _____
 Submitted By: _____ Signature: _____
 Phone: _____ E-mail: _____

Approved By: _____ Approval Signature: _____
 (Must be approved by budget line item owner – Staff Member or PTA Committee Chair)

***** DO NOT LEAVE REIMBURSEMENT REQUESTS IN PTA CUBBY IN OFFICE *****
 ***** EMAIL REIMBURSEMENT REQUESTS TO: treasurer@mptabears.com *****

Please scan/copy receipts and include when submitting this form.

Checks will be run approximately every two weeks.

Reimbursement request forms must be submitted within 90 days.

Thank you for all of your efforts on behalf of the M-A PTA and our students!

Christie Tonsfeldt
M-A PTA Treasurer

For PTA Use:

Verify receipts match request.
 Verify amount is within budget.

Treasurer Signature: _____
 Date: _____

*M-A PTA Reimbursement Form – List of Accounts/Sub Categories

Below are the Accounts/sub-categories to be used in the Reimbursement/Payment Form expense table

Computer Refurbishment Expense

Faculty & Admin Assistance

- College Day Breakfast
- College Club Lunches
- Community College Night
- Principal's Fund

Staff Appreciation

- New Teacher Luncheon
- Year round Staff Appreciation Events (please indicate: year-end events; Back to School Coffee Cart, October Coffee Cart, Holiday Brunch, January Coffee Cart, Valentines Treats, Open House, Custodians Dinner and Ice Cream Social)
- Volunteer Appreciation Luncheon
- PTA Kitchen Supplies
- Platinum Plus Banner

Graduation Programs

- Grad Night
- Graduation Stage Flowers
- Graduation Senior Breakfast

Mini-Grants Please indicate the year, mini-grant season and mini-grant # as shown below:

- 20XX Fall Mini-Grant #XX
- 20XX Spring Mini-Grant #XX

Office/General Administrative Expenses

- Board Expenses
- Treasurer Supplies

Operating Expenses

- Tax Preparation
- Website/Internet

Parent Services

- 8th Grade Info Night
- Parent Education (speaker fee/refreshments, etc.)

Site Council Special Projects

- ELAC Parent Meeting Support
- Student Publications

Awards & Scholarships

- Senior Awards Night
- CSF Scholarship Applications/awards

Student Services

- At Risk Student Support
- Freshman Challenge Day (lunch, supplies, etc.)
- Holiday Canned Food Drive
- Math Contests (Entry fees, trophies)
- Service Learning (funds used to support Student Leadership clubs)
- Student Leadership