

CRADLEROCK ELEMENTARY SCHOOL PTA

Payment/Reimbursement Request Form 2022-2023

When requesting payment or reimbursement from the CRES PTA:

- Complete the CRES PTA Request Form (paper or Google Form), detailing the purpose associated with the expense.
- For reimbursements, please attach to/scan receipts with the form.
- For bill payment, please attach the invoice with instructions for where the check should be sent.
- Place in the CRES PTA mailbox in the main office at Cradlerock ES or via the Google Form.
- Please allow ample time for getting the required two (2) signatures on the check and for delivery.

To the CRES PTA Treasurer:

Date of Request: _____

Pay to the Order of: _____

Amount: _____

Charge to the CRES PTA Budget Line Item (circle one):

General/Administrative Reimbursement
Fundraiser/Event Reimbursement
Cultural Arts & Beautification
Other: _____

General School Programs/Support (Appreciation, etc)
In-School/Grade-Level Initiative Reimbursement
General Teacher Reimbursement

Purpose: _____

Itemized Expenses: _____

Total Number of receipts attached: _____

Requested by: _____
(Your Signature) (Title/CRES PTA STATUS)

CRES PTA Treasurer Only: (Treasurer will complete the bottom portion):

Paid via Check Number: _____ Date: _____

Funds Disbursed by: _____
(PTA Treasurer's Signature)

Entered into CRES PTA Register: (date/initials): _____

Confirmed Payment in Account Statements/Annual Financial Review: (date/initials): _____