

PLEASE DO NOT STAPLE RECEIPTS IN THIS AREA.  
THANK YOU!

## BEN FRANKLIN PTA REQUEST FOR PAYMENT 2019-2020



Submit this request for payment to your board representative for their signature, and deliver to the PTA office treasurer inbox. Please allow up to 2 weeks for processing.

**Reimbursements cannot be made without original receipts (print-outs of Amazon receipts are OK) or if the amount exceeds the balance of the committee budget.** Please turn your receipts in no more than 45 days after the date of purchase. All reimbursement requests must be turned in by **Friday 5 June, 2020**.

Q's? Call Emily Sorensen (650) 390 3069, Susan Weston (425) 213-6910, or email:  
treasurer@mybenfranklinpta.org

Date: \_\_\_\_\_  Receipt attached  Invoice attached

Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

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

Budget Committee/Category: \_\_\_\_\_

Explanation of Expenses:  
\_\_\_\_\_  
\_\_\_\_\_

PTA office pickup (will be on corkboard)

Mail check (for Kidmail, include child's name/class: \_\_\_\_\_)

Address: \_\_\_\_\_

Teacher mailbox (Franklin staff only)

Signature: \_\_\_\_\_ Board Rep? YES / NO

If NO, Board Representative Signature \_\_\_\_\_

For Treasurer Use Only

Check # \_\_\_\_\_

Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Initials \_\_\_\_\_

-- OR -- attach duplicate check