

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

## BEN FRANKLIN PTA REQUEST FOR PAYMENT 2018-2019



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 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 reimbursements must be turned in by the end of the fiscal year, June 30th.

Q's? Call Emily Sorensen (650) 390 3069, Jane Kucur (301) 980-8131, 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