



2023-2024 Treasurer Reimbursement / Payment Request Form

* Please include all receipts & let me know if you have questions.

Full Name: _____
 Date: _____
 Email address: _____
 Phone Number: _____
 Home Address (if you want the check mailed to you): _____

Treasurer: Tiffany Bares
 Email Address: SangsterTreasurerPTA@gmail.com

Total Reimbursed: _____
 Check Number: _____
 Date: _____
 How Distributed: _____

Fundraising	Amount
General Donations	_____
Sprouts	_____
Box Tops	_____
Fall Auction Net	_____
Valentine Bingo Net	_____
Carnival Net	_____
Spirit Wear Net	_____
Boo Bag Net	_____
Thanksgiving Pie	_____
Membership	_____

PTA Sponsored Events	Amount
Hospitality (meals & gifts)	_____
Orientation (popsicles, back to school night)	_____
PTA Events (Movie Nt, Color Run, Math Nt, etc.)	_____
Clubs (Fencing, Robotics, Wellness, Theater)	_____
Military Family Events	_____

Administrative Expenses	Amount
Presidents Discretionary Funds	_____
PTA Monthly Volunteer Drawing	_____
General Administrative Expenses	_____
Insurance, Audit & Taxes	_____
IT Programs	_____

School Support Expense	Amount
Building & Grounds Expense	_____
Classroom/Recess/Student Supplies	_____
Reading Resources	_____
Technology	_____
Cultural Arts	_____
Patrol & SCA Expenses	_____
Student of the Month	_____

Community Support	Amount
Discretionary Funds	_____
Field Trip Expenses	_____
Lunch Support Programs	_____
Club Competition Expenses	_____

Total Requested: _____

* Please include a description or what was purchased.