

Dearborn Park International PTA Reimbursement/Check Request

- Please attach invoices and/or receipts to this Request form and fill out the information below. Form must be completed to be approved.
- **Requests must be made within 90 calendar days of the date of the submitted invoice/receipt or by June 30, whichever is soonest.**
- If the Request is approved, a check will be disbursed within 30 days from the date the Request is received.

Name of Requestor: _____ Date Submitted: _____

Make Check Payable to: _____ Amount Requested: _____

Payee Address: _____ City/St/Zip: _____

Date Payment is Requested: _____ Signature of Requestor: _____

| Date | Vendor | Item(s) | Purpose/Budget Category | Total |
|--------------|--------|---------|-------------------------|-------|
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| | | | | |
| TOTAL | | | | |

For Office Use

Date Request Received: _____ Name of Receiver: _____

Approved Denied Reason Approved/Denied: _____ Date Approved/Denied: _____

Check#: _____ Check Date: _____ Check Amount: _____

Signer Name 1: _____ Signer Name 2: _____

Date Inputted: _____ Treasurer Signature: _____

Dearborn Park International PTA Reimbursement/Check Request

Budget Categories

Administrative

- Office Supplies
- Printing & Copying
- Banking Fees
- Postage
- Nonprofit/Incorporation Fees
- Charitable Solicitations
- Insurance
- Subscriptions

Governance

- Meetings
- Food & Beverages
- Printing & Copying
- Facilitation

Events/Activities

- Assemblies
- Field Day
- JumpStart
- Auction
- Graduation/Promotion
- STEM Nights
- Page Ahead
- Donuts & Dirt

Programs

- Educator Funds/Reimb.
- Staff Appreciation
- Afterschool Enrichment
- Volunteer Appreciation
- Performing Arts
- PE & Equipment
- Library
- ELL
- Garden
-

Membership

- Dues Payment
- Incentive Programs
- Renewals
- Recruitment

Fundraising

- Office Supplies
- Printing & Copying
- Postage
- Fundraising Fees
- Equipment
- Incentives/Rewards

Committees

- Race Equity Team
- Family Engagement
- Financial Review
- Nomination

Grants

- Educator Grants
- Field Trips
- Music Enrichment
- Community Engagement