

MILL CREEK PTA REIMBURSEMENT REQUEST FORM		Check Number	
Please Print Clearly. Obtain all necessary approvals before turning in.		(To be completed by Treasurer)	
<b>1. Committee Name / Purpose - Check One</b>		<b>2. Date Prepared:</b>	
<input type="checkbox"/>	Arts Night	<b>3. Make Check Payable to:</b>	
<input type="checkbox"/>	Book Fair		
<input type="checkbox"/>	Box Tops & Soup Labels	Deliver via Classroom or mail to: _____	
<input type="checkbox"/>	Building Volunteers & Media Center		
<input type="checkbox"/>	Cookie Sales	City /State/ Zip: _____	
<input type="checkbox"/>	Cougar Fun Fest		
<input type="checkbox"/>	Cultural Arts	<b>4. Items Purchased</b>	Amount
<input type="checkbox"/>	Directory	1.	
<input type="checkbox"/>	Green Team	2.	
<input type="checkbox"/>	Health & Fitness	3.	
<input type="checkbox"/>	Hospitality	4.	
<input type="checkbox"/>	Membership	5.	
<input type="checkbox"/>	Outdoor Classroom & Grounds	Total Amount Requested	
<input type="checkbox"/>	Partners in Education	**We are a non-profit so please remember to use our sales tax-exempt form**	
<input type="checkbox"/>	Playground	<b>5. Describe Purpose of Expenditure</b>	
<input type="checkbox"/>	Reflections		
<input type="checkbox"/>	School Pictures		
<input type="checkbox"/>	Special Events		
<input type="checkbox"/>	Teacher & Staff Appreciation		
<input type="checkbox"/>	T-Shirts	<b>6. Signatures &amp; Approvals:</b>	Name _____ Date _____
<input type="checkbox"/>	Web Site & Publicity		
<input type="checkbox"/>	Yearbook	Person Making Request (Print)	_____
<input type="checkbox"/>	5th Grade Year End Activities		
<input type="checkbox"/>	Classroom Teachers	Contact Telephone Number	_____
<input type="checkbox"/>	PTA Operating Cost		
<input type="checkbox"/>	Other - Describe	Signature of Person Making Request	_____
<input type="checkbox"/>			
<input type="checkbox"/>		Committee Chairman Approval	
<input type="checkbox"/>		<b>President's Approval</b>	
<input type="checkbox"/>		(To be completed by President) _____	
<input type="checkbox"/>		Does this expenditure meet our PTA Mission?	Yes / No
<input type="checkbox"/>		Is this item budgeted?	Yes / No

Staple all Original Receipts to this form and place in the Treasurer's File.

Questions: millcreektreasurer@yahoo.com