Perry Hall Middle School PTSA

PTSA
everychild. onevoice.

PRE-APPROVAL and/or REIMBURSEMENT REQUEST FORM

Date: _____

Pay to the Order of: _____

Amount: _____ **Dollars &** _____ **Cents**

(Written out in words)

$ _____

_____

Requestor's Signature

***President's pre-approval is strongly recommended prior to incursion of expenses.**

****Please attach original receipts to this form prior to forwarding to Treasurer.**

Deliver check via:

U.S. Mail (Street Address, City, State, Zip): _____

OR PHMS Student & HR Teacher/Lunch MOD: _____

OR Other Method of Delivery: _____

Purpose/Budget Item:		**$**
Itemized Expenses:		
	Itemized Total:	$

Officer's Use Only - Pre-Approval

Amount Approved: $ _____ (+/- 10%)

Date: _____

Signed: _____

Treasurer's Use Only

Date of Check: _____

Check #: _____

Amount of Check $ _____

Account _____

Account _____