

Chatsworth Avenue School PTA Check & Expense Reimbursement Request – 2020-2021
EXPENSE INFORMATION

Date of Request:

Payee Name: Payee Address:

Check \$ Amount:

Purpose:

Committee:

Requested by: Email:

Help us reduce our paper usage! Please check here to be reimbursed via Paypal and provide your PayPal email address DIRECTIONS & APPROVAL

1. Complete the information above and obtain the appropriate signature below. (*Signature of the Vice President overseeing your committee is required. VP's will submit their own expense requests to the PTA Presidents. Any amount over \$500 must be signed by a PTA President*)

2. Attach / enclose the following as applicable:

- a. Original receipts for reimbursement requests
- b. Vendor contracts signed by the PTA President
- c. Time sheet for hourly contractors
- d. Completed W-9 forms for independent contractors

3. Enclose the completed form and attachments in a sealed envelope addressed "PTA Treasurer".

4. Drop envelope in the slot labeled "PTA Treasurer" OUTSIDE the main office.

Approval Date:

Approval By (please print):

Approval (signature):

PTA CONTACT INFO:

Please reach out to the PTA Treasurer with any questions:

Treasurer: Amy Kessler (akessler416@gmail.com) VP Finance: Lauren Levine (levinelaur@gmail.com) Co-Presidents: Tracy Ferrara (tracylferrara@yahoo.com) and Amanda Cruikshank(alcruikshank@gmail.com)

Secretary: Jennifer Barney (jenbarney3@gmail.com)VP Fundraising: Anna Summers (annandchris6@gmail.com) VP Enrichment: Rachel Hazen (rachelbrecher@hotmail.com)

VP Community & School Programs: Laura Wright Treadway (lwright7@gmail.com) and Megan Johnson (megandlynch@gmail.com) VP Website: Kim Taylor (kimtaylor16@hotmail.com)