

FOR TREASURER'S USE:

Check Number: _____
Check Date: _____

SLPTSA 2011-2012
If you have spent money on behalf of the SLHS PTSA and would like to be reimbursed, please fill out this form and send it along with the appropriate receipts (scanned) to Jody Wolfe (treasurer@southlakesptsa.org)

SOUTH LAKES PTSA DISBURSEMENT REQUEST

The following expenses were incurred on behalf of South Lakes High School PTSA. Please disburse the funds as indicated below.

Signature (PTSA Officer)

Signature (Person to be reimbursed)

Date _____

Total Amount Requested: \$ _____

Please Circle Appropriate Category:

Academic Letter Reception
BUG
Graduation Awards
Honor Roll Breakfast
Student Directory
Scholarships
Special Ed Recognition
Reality Day
ANGP
Gifts

Reflections
Speakers for Meetings
Teacher Breakfast and Lunch
Baccalaureate
Hispanic/Arabic parent meetings
Newsletter
Webhosting
Postage
Miscellaneous

Make Check Payable to: _____

Address: _____

Description: (Please provide total expenses and description of expenses – especially miscellaneous items). Please attach receipts to this form.
