

## Highlands Elementary PTA Request for Payment or Reimbursement

Complete original receipts and invoices must be stapled neatly to this form. Any incomplete forms will be returned to the requestor, causing a delay in payment.

Payment requested by: Name: \_\_\_\_\_  
 Address/Classroom #: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Check made payable to: (if different than person requesting payment)

\_\_\_\_\_

I would prefer that my check be:

- Paid electronically using Zelle
- Delivered to me in my classroom
- Left in my teacher mailbox in school office

| Committee/Event/Reason<br>for Purchases<br><small>*Please list each occasion separately</small> | Basic description of items purchased | Amount<br>requested |
|---|--------------------------------------|---------------------|
|   |                                      | \$                  |
|   |                                      | \$                  |
|   |                                      | \$                  |
|   |                                      | \$                  |
|   |                                      | \$                  |
|   |                                      | \$                  |
| IRS Tax Exempt#68-014-7051  | Total amount requested               | \$                  |

Signature of Requestor: \_\_\_\_\_ Date \_\_\_\_\_

|                           |              |
|---------------------------|--------------|
| <b>Treasurer Use Only</b> |              |
| Check #                   | Date Issued: |
| Signature of Treasurer    |              |

Highlands Elementary PTA  
 1326 Pennsylvania Blvd. Concord, CA 94521  
 treasurer@highlandselementarypta.org