

West Point Elementary PTS

Reimbursement-Payment-Advance Payment Request Form

Please check one:

Request for Personal Reimbursement (please staple receipt to back of form)

Request for Payment to a Third Party (please staple invoice to back of form)

Program or Item Category (i.e. Science Fair, classroom party, etc.):

Items or Services Purchased (i.e. science fair medals, items for craft project, etc.):

Amount Requested: _____

Date Requested: _____

Check made payable to: _____

Please check one:

Place check in my mailbox slot in the office

Send check to address on invoice

Mail check to my home

Send check to my home via

Address: _____

Child's name: _____

Room #/Teacher: _____

Phone # _____

Signature: _____

Please return this completed form to Lisa Amatucci, PTS Treasurer

Via the PTS Inbox in the office or via Anthony Amatucci, Room 115 Mrs. Irons

PTS Use Only

Date issued: _____ Check number: _____ Amount: _____

Check was hand delivered by Treasurer