

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 Category (Classroom activity fund/student supplies, staff stipend, field trip, classroom party, etc.) Circle or Write in:

Description of items purchased or services:

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: _____

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Please return this completed form to Lisa Amatucci, PTS Treasurer

Via the PTS Inbox in the office or via Dominic Amatucci, Room 122 Mrs. Krueger

*****PTS Use Only*****

Date issued: _____ Check number: _____ Amount: _____

Check was hand delivered by Treasurer