

CORRALES INTERNATIONAL SCHOOL PTA EXPENSE REPORT/CHECK REQUEST FORM

Do Not include sales tax; it **cannot** be reimbursed. Remember to use or request the tax exempt form from the Treasure. All expense/check request forms **MUST** have all receipts attached and appropriate approval for reimbursement. Complete a Check Request Form for each check requested. Please allow one week for the procession of your check.

Today's Date: _____

Check payable to:

(please provide address if check is to mailed)

Person Requesting Check

PTA Position/Phone Number:

Mail check or put in PTA file: _____

Account to be debited: _____

Receipt from/Description of expenses:

Receipt Total \$:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

TOTAL \$ OF REQUEST: _____

Check Approval: _____

Check Date: _____

Verified receipt & amount: _____

Check Number: _____