

EDNA BREWER MIDDLE SCHOOL  
PTSA PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

**Please submit/attach ALL receipts with this expense statement**

Check requested by (Name): \_\_\_\_\_

Email \*: \_\_\_\_\_

Cell: \_\_\_\_\_

PTSA Position\*: \_\_\_\_\_

Check Delivery (please choose one below):

Please leave in my office mailbox

Please mail to:

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please Note:** In accordance with PTSA rules, there can be no payment without back-up. Request must be submitted within 60 days to insure payment.

Invoice attached

Receipt Attached

Other Attached

Make check payable to\*: \_\_\_\_\_

Expenditure was for: \_\_\_\_\_

List Expenditures:	Invoice/Receipt Description	Amount
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

**Total Amount Requested**      \$ \_\_\_\_\_

Requesting Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Questions re: Reimbursement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* = Required field

PTSA USE ONLY

Tracking/Request Number: \_\_\_\_\_

Date Request Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Check Number: \_\_\_\_\_

FiSec/Deposit Signature: \_\_\_\_\_

Treasurer Records Signature: \_\_\_\_\_

Treasurer Check Signature: \_\_\_\_\_

Include/attach all receipts & invoices with form submission to: [treasurer@ednabrewer.net](mailto:treasurer@ednabrewer.net)

**C A T E G O R Y:**

(please choose one)

**Academic Support & Curriculum**

**Staff Support + Field Trips**

**Committees & Events**

**Fundraising Expenses**

**Technology**

**8th Grade**

**Students Support**

**Panther Pride Projects**

**Flexible Support**

**Operational & Admin Support**

**Other**

