Please fill out the form completely and submit all receipts. You may email the form and receipt(s) to PTA Co-Treasurer Silvia Hong at [silviahongluna@gmail.com](mailto:silviahongluna@gmail.com). Please keep a copy for your records.

SES PTA is a tax-exempt organization, and therefore you are not required to pay sales tax on goods reimbursable through the SES PTA. Please contact the SES co-presidents for tax exemption information at [ses\_pta@westportps.org](mailto:ses_pta@westportps.org).

|  |  |
| --- | --- |
| Date of Request | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **AMOUNT DUE:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Checks payable to (NAME): |  |
| Address |  |
| City/State/Zip |  |
| Signature |  |
| Approval¹ |  |

**¹***if amount requested exceeds original budget needing Exec Board approval*

Purpose for which check is drawn

(Event/Activity or Classroom): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Itemized Receipt(s) |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | | |
| Check Number |  | | Amount |  | Date |  |
| Budget Category | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |