**Check Reimbursement Form**

**Date**:

**Name**:

**Phone Number**:

**Email Address**:

**School**:

*Please select a category below and provide specifics, such as performer’s name, field trip location, etc.*

|  |  |  |
| --- | --- | --- |
|  | **Assembly Performance:** |  |
|  | **Grade Level Program:** |  |
|  | **Other:** *(please specify)* |  |

**Please Make Check Payable to**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Payable**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Payment Required**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Mail check to CA Volunteer:** |
|  | **Attn**:  **Street**:  **City, State & Zip**: |
|  |  |
|  | **Other:** *(please specify)* |
|  |  |

Please return the completed form to PTA Council Cultural Arts Co Chair Clarissa Moore 203-227-2597 at [Clarissa.Petrino@gmail.com](mailto:Clarissa.Petrino@gmail.com) for approval. Clarissa will then forward to PTA Council Treasurer Kathy Denton [KatherineDenton@sbcglobal.net](mailto:KatherineDenton@sbcglobal.net) for payment.

|  |
| --- |
| **For Use by Treasurer** |
| **Check #:** |
| **Amount: $** |
| **Date:** |

**Approved:**

Signature

Date