



COYOTE RIDGE ELEMENTARY PTA

Expense Reimbursement Form FY 20/21

Please attach invoice/receipts. Receipts for PTA purchases ONLY

Please put your completed form in Amy Rodriguez's Treasurer Folder in the staff workroom and allow for two weeks processing time.

Requestor Name: _____ Request Date: _____

Requestor Signature: _____

Requestor Contact Phone or Email for questions: _____

Make Check out to (if not requestor): _____

Please put in Requestor's Mailbox Please leave with the front office for pick up

Mail Check to: ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

Fundraising

- Boosterthon Fun Run
- Easy Money (Indicate Program) _____
- _____
- _____
- Other: _____

Comm. Bldg Activities

- Bingo
- Book Exchange
- K-3 Movie Night
- 4-5 Movie Matinee
- Carnival
- Father/Daughter Dance
- Mom/Son Event
- Trunk or Treat

Membership

- 3rd District Dues
- Drive incentive/Supplies
- PTA Info Night
- Staff Membership Breakfast

Enrichment Programs*:

* Please use "Scholarship Request Form" for field trip scholarships or spirit wear scholarships. These can be found in the PTA box in the staff workroom or on our website.

Operational Costs:

- Accounting Software
- Bank Fees
- Charitable Trust
- Communication/Copies
- Insurance
- Convention/Training
- Other: _____

Hospitality:

- Mugs & Muffins
- Staff Appreciation
- Misc. (describe) _____

- Art Docent
- Music Docent
- Curriculum Enrichment
- Spirit Wear Scholarship*
- Field Trip*
- Assembly: _____
- Other: _____

	Date	Store	Item	Line Total
1				
2				
3				
4				
5				
6				
7				
Total Reimbursement Amount Requested:				

PTA USE ONLY		
Check # Issued: _____	Amount \$: _____	Date: _____
President's Signature: _____		MM XLS
Secretary's Signature: _____		