

Rock Creek Elementary PTC // 2024-2025 Reimbursement + Check Request Form

Name: _____

Date: _____

Email: _____

Phone: _____

Reimbursement or Check Request Pay to: _____
circle one

- **Reimbursements** may be turned in at any time to the Treasurers mailbox. The PTC Treasurer will collect reimbursement requests at 8am on the last school day of the month; reimbursement checks will be returned to the Treasurer's mailbox on the 15th of the following month.
 - Line-item receipts from vendors must be provided. Please identify the line items on the receipt you are requesting reimbursement for and attach it to this form.
 - Select the budget line item on the table below for the submitted expense(s) + Sign the expense report.
- **Check Requests** should be made 2 weeks prior to the need by date.
 - An invoice on the vendor letterhead must be provided.
 - You are responsible for mailing/submitting payment to the vendor.
 - Please email the treasurer once the check request is in the treasurer's mailbox.
- **You are responsible for keeping a copy of your expense report and the submitted receipts.** Rarely does paperwork get misplaced; however, the secondary copy will ensure reimbursement.

Your Signature: _____

Budget Category	Amount
50th Anniversary Event	
5th Grade Celebration	
Affinity Club	
Assemblies	
Back to School Events	
Board Admin Expenses	
Board Misc. Expenses	
Classroom + Staff Funds	
Fall Movie Night	
Field Day	
Field Trips	
Kindergarten Orientation	
Multicultural Night	
OBOB	
Primary Fundraiser Expenses	
Room Party Fund	
Spring Carnival	
Spring Dance	
Staff Appreciation	
Staff Snacks + Water Service	
Other (Requires Board Approval):	

Total Amount:

Board or Principal Signature:

For Treasurer Use:
Date Paid:
Amount Paid:
Check Number:
Date Check Cleared:
Review Date:
Reviewers Initials: