



Maple Creek Parent Teacher Club Expense Reimbursement/Check Request Form

Date: _____ Check Payable to: _____

Phone: _____ Email: _____

Check Should Be: Picked-Up Mailed (Address: _____)

Amount	Purchase Description	Event/Club Account
\$	TOTAL	

Reimbursement Requested by: _____
Print Name

Requestor's Signature

Signature of Event, Committee or Club Chair

Date

This form *must be accompanied by original receipts* and be approved by the appropriate Event, Committee or Club Chair. If tax exemption is claimed, only items used for the specific PTC's function can be itemized on the invoice/receipt. NO personal items are allowed on these types of receipts. Refer to the PTC Financial Guidelines for submission procedures and restrictions. A copy is available in the school office. Please retain a copy of this form for your records.

If you use a credit card, PTC is not responsible for interest should you fail to turn in your receipt in a timely manner. Submitted forms with the appropriate documentation will be processed and reimbursed by the PTC Treasurer within 14 days.

PTC USE ONLY		
Received on: _____	Received by: _____	
Account #: _____	Check #: _____	Amount: _____