

Glenwood Middle School PTSA
Reimbursement/Check Request Form

Date: _____

Make Check Payable to: _____

Amount: _____

Description of Expenses: _____

 (Signature)

<u>ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT</u>			
Expense Category	Amount	Expense Category	Amount
6th Grade School Spirit		Membership	
7th Grade School Spirit		Project Birthday	
8th Grade School Spirit		School Dances	
Admin/Office Expenses		School Store	
Classroom Supplies		Spirit Wear	
Community Programs		Staff Recognition	
Cultural Arts		Student Awards	
Fundraiser (specify):		Student Support	
Gift of Thanks		Web Site	
Hospitality			
Intramurals (Supplies & Incidentals)		Other (specify):	

Paid By: _____

Date Paid: _____

Amount: _____

Check #: _____