



PTA Funds Reimbursement and Request Form

Please complete this form and email to the PTA President at President@CamarenaPTA.org.

Reimbursement and requests can be submitted after August 1st of the current school year and must be received by the PTA before the last Executive Board meeting of the current school year (typically, the second Tuesday in April).

Please visit our website: www.CamarenaPTA.org to obtain meeting dates and times for the current school year.

Request Type: Reimbursement for money spent (please attach receipts)
 Request for future payment

Amount Requested:

Reason for Request:

Requestor Name:

Phone Number:

Date Submitted:

Email:

***** Do not complete below this line. For PTA Use Only *****

Approved by PTA: Yes No Date:

Notes (If no, explain why request was denied):

PTA Treasurer Name:

Signature: _____ Date:

PTA President Name:

Signature: _____ Date: