

MAJESTIC WAY PTA REIMBURSEMENT "Pre-Approval" FORM

Please use this form to request reimbursement for a single item purchase that is at or over \$100 from the Majestic Way PTA. Submit this request to the PTA Treasurer box in the office.

Today's Date: _____

Requestor Name: _____

Amount to be spent: _____

Description of item to be purchased: _____

Reason for purchase: _____

Date you need to purchase this item by: _____

You will receive an email from Majestic Way PTA with the outcome of your request. **When you are approved, please submit your original receipts with the Payment Authorization form and a check will be issued to you.**

For PTA Treasurer use ONLY:

| | |
|---------------|----------|
| Date Received | Approved |
| | Yes / No |

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

(Cut Here)

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