## MAJESTIC WAY PTA REIMBURSEMENT "Pre-Approval" FORM

Today's Date:			
Requestor Name:			
Amount to be spent:			
Description of item to be pu	rchased:		
Reason for purchase:			
Date you need to purchase t	this item by:		
You will receive an email fro original receipts with the <u>Pa</u>	om Majestic Way PTA with the ayment Authorization form a	outcome of your request. When you are appro nd a check will be issued to you.	ved, please submit your
For PTA Treasurer use ONLY			
Date Received	Approved Yes / No		
President's Signature:		Date:	
Treasurer's Signature:		Date:	
	MAJESTIC WAY PTA RE	(Cut Here) IMBURSEMENT "Pre-Approval" FORM	
Please use this form when y \$100. Submit this request to	MAJESTIC WAY PTA RE rou will be asking the Majestic o the PTA Treasurer box in the	(Cut Here) IMBURSEMENT "Pre-Approval" FORM Way PTA to reimburse you for a single item pure	
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