

**KING MIDDLE SCHOOL PTA
REIMBURSEMENT AND CHECK REQUEST
FORM 2023-2024**

For quickest payment, please submit form at least 1 day prior to monthly PTA meetings

A. Check details:

Name of Payee: _____ Total Amount: \$ _____

B. Type of payment (check one): *Advance*, or *Reimbursement*

C. Describe expense(s) covered by this request, approved purpose(s), and amount(s):

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

D. Attach ORIGINAL receipts/invoices.

E. Sign and date form.

Print Requestor Name: _____

*Requestor Signature: _____ Date: _____

*By signing this form, you certify that the purchase(s) or expense(s) is/are for the benefit of the King Middle School program described and is/are not being paid or reimbursed from any other source.

Phone: _____ Email: _____

F. Procure approval signature (King staff MUST have Principal's approval).

PTA Budget/Committee Name: _____

Principal

*Approval Signature: _____ Date: _____

*By signing this form, you certify that the purchase(s) or expense(s) is/are for the benefit of the King Middle School program described and is/are not being paid or reimbursed from any other source.

G. Check one: Leave check with **Tania** in main office, or Mail check (USPS) to:

Name: _____

Street: _____

City, State, Zip: _____

Phone: _____ Email: _____

H. Submit form and original receipts/invoices.

King staff: Leave packet in Principal's mailbox for his signature; he will pass it on to us.

PTA: Leave packet in the PTA Box – TREASURER'S FOLDER - in the King front office, or Mail to: King PTA Treasurer, c/o King Middle School, 1781 Rose Street, Berkeley, CA 94703 or submit electronically to PTAtreasurer@mlkmiddleschool.org

Questions? Contact **Caitlin Glasscock** at PTAtreasurer@mlkmiddleschool.org.

Thank you for your work on behalf of King Middle School and/or the King PTA!