

KING MIDDLE SCHOOL PTA PAYMENT AUTHORIZATION/REIMBURSEMENT REQUEST FORM

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

Attach all ORIGINAL receipts/invoices to this form.

Type of payment (check one): ☐ Advance ☐ Reimbursement

Name of Payee: _____ Total Amount: \$ _____

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

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

Expense: _____ Amount: \$ _____

Total Amount: \$ _____

Sign and date form:

*Requestor Signature: _____ Date: _____

Print Requestor Name: _____

Phone: _____ Email: _____

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.*

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

Name: _____

Street: _____

City, State, Zip: _____

Phone: _____ Email: _____

Submit form and original receipts/invoices:

- **Staff:** leave form in *Principal's mailbox* for approval signature.
- **Others:** leave form in the *PTA mailbox* (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 PTAtreasurer@mlkmiddleschool.org