

OAKTON ELEMENTARY ROOM PARENT/CLASS FUND REIMBURSEMENT Check Request Form

Use this form to receive reimbursement from your grade level treasurer

- **Please complete this form and attach all receipts or invoices. You will need to sign the invoice stating that you agree with the charges on it.**
- Return this form with the relevant documents to the Grade Level Treasurer mailbox in the front office, to the attention of your grades' Treasurer.
- Please let the appropriate Grade Level Treasurer know that you have submitted a reimbursement/check request.
- If you have any questions please the grade level treasurer (see PTA website for list of Grade Treasurers)

Grade/Class Funds to be used: _____

Requestor's Name: _____ Date of Request: _____

Make check payable to: _____

Amount of check: \$ _____ Date Check Must be paid by: _____

List of receipts: (ex: Target \$10.00): _____

Amount	Reason/Category

Signature of Requestor

Please send check:

___ by backpack; Child's name, teacher & grade _____

___ by mail; Home address: _____

___ mail check with invoice to following address: _____

For treasurer's use only.

Check #: _____ Check Date: _____ Category: _____