

**CHATSWORTH AVENUE SCHOOL PTA**  
**Check & Expense Reimbursement Request**

1 Date of Request: \_\_\_\_\_

2 Name of Payee: \_\_\_\_\_


3 Payee Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Check Amount: \$ \_\_\_\_\_

5 Purpose: \_\_\_\_\_

6 Committee: \_\_\_\_\_

7 Requested by: \_\_\_\_\_ Email: \_\_\_\_\_

8  Attach or enclose the following when applicable:

- original receipts for reimbursement requests
- vendor contracts signed by PTA President
- time sheet for hourly contractors
- completed W-9 forms for independent contractors

9 Approval: \_\_\_\_\_

*NOTE: Signature of the Vice President overseeing your committee is required. VPs will submit their own expense requests to the PTA President. Please contact:*

Co-President: Lisa Samson @ 834-8658	Co-President: Laura Livaccari-Herzig @ 834-4810
VP Enrichment: Abby Showers @ 833-9485	VP Fundraising: Valerie Mouracade @ 833-0791
VP Parent/School Services: Ann Lefever @ 833-3272	VP Room Reps/Communications: Rebecca Charles @ 834-1145
VP Room Reps/Programs: Theresa Finck @ 833-7797	VP School Community Programs: Erin Fuller @ 834-1495

10 Enclose completed form and attachments in a sealed envelope addressed to "PTA Treasurer." Drop envelope in the PTA Treasurer mail slot, inside the Main Office at school.

**Questions?** Contact PTA Treasurers: Kristen Fernandez @ 833-7505 or Karen Epstein @ 833-2766