



P.S. 34 Oliver H. Perry PTA, Inc.

Co-Presidents: Kathy Szwarc & Lisa Liss
Co-Treasurers: Daria Gleba & Rachael Walker
Co-Secretaries: Carla Osborn & Sarah Stansbury
PTA@ps34pta.org · www.ps34pta.org

PS34 Oliver H. Perry PTA – DEPOSIT / REIMBURSEMENT REQUEST / EXPENSE FORM

Please fill out relevant sections of this form when seeking reimbursement, after fundraising activities or after making a bank deposit. All reimbursement requests must be made via this form. Email/text/call Rachael Walker with questions: RachaelBWalker@gmail.com (785) 248-5235

EXPENSE

Fill out this section if you need reimbursement or are writing a PTA check to a person or vendor. Staple receipts, invoices and documentation. Please make note if receipts are digital. Submit to Treasurer.

DATE: _____

PAYABLE TO: _____

AMOUNT: _____

DESCRIPTION: _____

-----for PTA Executive Board only -----

PTA CHECK #: _____

PTA CHECK SIGNED BY: _____