



Mason PTA Reimbursement and Check Request Form

Please attach all receipt(s) to this request form.

Email Address					
Your Name					
Type of Request	Reimbursement	Check Request	(check one)		
Due Date (Check Requests ONLY)					
PTA Area and Activity	<u>Community Affairs</u> <input type="checkbox"/> Box Tops <input type="checkbox"/> Culver's Night <input type="checkbox"/> Family Fun Night <input type="checkbox"/> Skate Night <input type="checkbox"/> Chipolte Night <input type="checkbox"/> Corporate Sponsors <u>Sales</u> <input type="checkbox"/> Script Gift Cards <input type="checkbox"/> Book Fair <input type="checkbox"/> Yearbook <u>Special Events</u> <input type="checkbox"/> Monster Dash <input type="checkbox"/> Monster Dash Food Sales <input type="checkbox"/> Candy Cane Lane	<u>Programming</u> <input type="checkbox"/> Cultural Arts <input type="checkbox"/> Ecology Club <input type="checkbox"/> Field Day Inflatables <input type="checkbox"/> Field Day Food/Drin <input type="checkbox"/> Holiday Parties <input type="checkbox"/> Kindergartner EOY Picnic <input type="checkbox"/> Landscaping <input type="checkbox"/> Parent Education/Unit Meeting <input type="checkbox"/> Red Ribbon Week <input type="checkbox"/> Reflections <input type="checkbox"/> Retirement Gifts <input type="checkbox"/> Sixth Grade Recognition/DARE <input type="checkbox"/> Sixth Grade Parties <input type="checkbox"/> State Life/ Dist Service Award <input type="checkbox"/> Teacher's Room Monies <input type="checkbox"/> Jared Rice Fund	<u>Hospitality/ Operations</u> <input type="checkbox"/> Boo Hoo/Yahoo Breakfast <input type="checkbox"/> Picnic with Parents <input type="checkbox"/> Staff Appreciation Week <input type="checkbox"/> Staff Birthdays/Appreciation <input type="checkbox"/> VIP Day <input type="checkbox"/> Staff Monthly Snacks <input type="checkbox"/> Membership - National <input type="checkbox"/> Membership - State <input type="checkbox"/> Correspondence <input type="checkbox"/> Convention/Training <input type="checkbox"/> Paper & Copier Services <input type="checkbox"/> Website/Technology <input type="checkbox"/> President's Fund <input type="checkbox"/> Historian's Fund <input type="checkbox"/> Treasurer's Fund <input type="checkbox"/> Surety Bond	<u>Donations</u> <input type="checkbox"/> C. Ullman Scholarship <input type="checkbox"/> Founder's Day Gift <input type="checkbox"/> Building Fund <input type="checkbox"/> Helping Hands <input type="checkbox"/> LS Dues Area Council <input type="checkbox"/> LS Cares <input type="checkbox"/> LS Council Scholarship <input type="checkbox"/> LS Education Foundation Basket <input type="checkbox"/> LS Social Services <input type="checkbox"/> LSN Project Graduation <input type="checkbox"/> Memorial Fund <input type="checkbox"/> School/PTA Improvements <input type="checkbox"/> Taste of LS Basket <input type="checkbox"/> Family Fund	<u>Field Trips</u> <input type="checkbox"/> K-3 <input type="checkbox"/> Missouri Day <input type="checkbox"/> BSSE <input type="checkbox"/> Tucker Leadership <input type="checkbox"/> Campbell Science K-2 <u>Other</u> <input type="checkbox"/> Other, category not listed – MUST provide description
Description of Expenses					
Amount					
Payee					
Full Address					
Contact Name and Phone Number (if applicable)					
Check Delivery Method	U.S. Mail	School Office Mailbox	Other: _____		
Additional Notes or Comments					
Approved By	Signature required by PTA Exec Board Member:				