



Walnut Creek Intermediate PTA Request for Reimbursement

To Be Reimbursed:

- 1. Complete this form. The budget category **MUST** be completed.
- 2. Attach all receipts.
- 3. Place this form, with receipts attached, in the Treasurer's mail box in the office or mail to:

Linda (Somphavanh) Cajski
Walnut Creek Intermediate PTA
2425 Walnut Blvd, Walnut Creek, CA 94597
Mobile: 925-588-5966

Date: _____ Submitted by: _____ Phone: _____

Check Payable to: _____

_____ Please mail check to: _____

_____ Please place check in: _____

Budget Category	Event/ Activity	Description	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			Total: \$ _____

Treasurer _____ President _____ Secretary _____

Date Paid: _____ Check # _____