

National Presbyterian School
PARENTS ASSOCIATION CHECK REQUEST AND REIMBURSEMENT FORM

Kindly complete and sign this form and attach all **original, itemized** receipts (including tip, if given). **If you are not the Event Chair or Room Parent, please obtain those signatures before submitting.** Once completed, leave in the PA mailbox for approval and submission to the NPS Finance Office. Keep copies for your records. Complete requests submitted to the PA Treasurer by 9 am Tuesday are usually processed and mailed by Friday. If you would like to pick up the check in the PA mailbox, please note this below.

Make Check Payable to:

Name: _____
 Address: _____
 Phone: _____ Email: _____

Event/Account to Charge:

Amount	Account	Description
_____	6441.6000	Breakfast with Santa Expense
_____	6442.6000	Fall Festival Expense
_____	6540.6030	Hospitality (Fac/Staff Lunch, Field Day, PA Mtg Food)
_____	6540.6040	Parties (Parent, Year-End Class)
_____	6540.6090	Other Expense (Movie Night, Ice Skating, PA misc)
_____	6540.6250	Bank Fees
_____	6740.4025	PA Gifts to School
_____	6740.4100	PA Financial Aid Support
TOTAL TO BE REIMBURSED		

or TOTAL IN-KIND DONATION (Gift Receipt will be issued by Development Office)

Approval Signatures:

Submitter's Signature: _____ Date: _____
 (required)

Event Chair Signature: _____ Date: _____
 (required for events)

PA President Signature: _____ Date: _____

OR

PA Treasurer Signature: _____ Date: _____

Date Submitted to NPS Finance Office: _____