

# Lakewood Elementary School PTA

## Request for Funds & Reimbursements

Fiscal Year 07/1/2011 - 06/30/2012

Please

- Complete this form;
- Attach receipts, invoice, and/or other documentation;
- Submit at least one week in advance for third party direct checks;
- Allow at least two weeks for reimbursements; and
- Put in the PTA Treasurer's mailbox;
- An e-mail or telephone call to let me know to look for it is also appreciated.

**Dominique Khieu**    [dominique.khieu@gmail.com](mailto:dominique.khieu@gmail.com)    **240-481-3549**

*Thanks!*

Date of Request: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Indicate if:     Third Party Direct Payment    OR     Reimbursement

Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Description of Expenses: \_\_\_\_\_

Submitted by:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Check#: \_\_\_\_\_