

For Treasurer's Use:

Check Number: _____

Check Date: _____

SLHS PCA 2016-17

If you have spent money on behalf of the SLHS PCA and would like to be reimbursed, please fill out this form and send it along with the appropriate receipts (scanned) to Heather Young (treasurer@southlakeschorus.org)

South Lakes HS PCA Disbursement Request

The following expenses were incurred on behalf of South Lakes High School Parents for Choral Arts (PCA). Please disburse the funds as indicated below.

Signature (PCA Officer)

Signature (person to be reimbursed)

Date: _____

Total Amount Requested: \$ _____

Committee/Event: _____

Make Check Payable to: _____
(W-9 form is required to pay individual Services) _____

Will pick up Check from
Chorus Office

Please Mail to the address below

Other

Address: _____

Email/Phone Number: _____

Description: (Please provide total expenses and description of expenses – specially miscellaneous items). Please Attach receipts to this form.

Reimbursements / Payments

A "South Lakes HS PCA Disbursement Request" form must be completed for all reimbursement or payment requests. Original invoices or receipts must be attached to the form.

Forms are available in the PCA Website. Please use a different form for each reimbursement/ payment from more than one Committee or Event.

The completed "South Lakes HS PCA Disbursement Request" form must include the following:

Signature of person requesting funds (Submitted By)

Signature of PCA officer

Date

Reimbursement/payment dollar amount (Amount)

Committee or Event description for the reimbursement

Name of person to be reimbursed or paid (Pay To)

Indication of where check should be returned to

Address – if check is to mailed

Email/Phone number

Description of what is being paid (Explanation of Payment)

The original receipt or invoice attached to the form

W-9 attached for any Individual being paid for services

Complete forms can be scanned and emailed to the PCA treasurer at

treasurer@southlakeschorus.org or returned to the Chorus room office for the Treasurer.

The correspondence for the Treasurer will be checked at least once a week, and reimbursements should be made within one week of receipt.

Indicate this on the form where the payment should be sent to.

If you have any questions, please contact the SLHS PCA Treasurer.