

## Cascade K8 PTSA Reimbursement/Donation Receipt Form

Please fill out this form for any purchase made on behalf of the PTSA. If you would like to donate your purchase to PTSA, check 'Donation' below, otherwise it will be treated as a Reimbursement Request. Budget line items are listed on [page 2](#). Checks are printed and signed once a month at Community Meetings.

1. All purchases must be turned into Treasurer within 30 days of purchase
2. Print form, attach all receipts, and place in Treasurers box
3. Purchases must have approval from Committee Chair (Person in charge of the event you are working on) prior to submitting to Treasurer
4. Please reach out to the Committee Chair if you are unclear on budget line item, reimbursements without budget line item identified may have delayed processing
5. If you are submitting your form digitally please send your form and scans of your receipts to your Committee Chair and ask them to forward it to the Treasurer stating their approval to pay. The actual receipts will still need to be submitted to the Treasurer's in-box before reimbursement is issued.

Please select reimbursement or donation:

( ) Reimbursement

( ) Donation

Make check payable to: \_\_\_\_\_

Send Check or Donation receipt to (address): \_\_\_\_\_

| Budget Line Item (see page 2) | Item/Purpose/Teacher | Committee Chair Name | Committee Chair Signature | Receipt From (Store Name) | What was purchased | Total Cost |
|-------------------------------|----------------------|----------------------|---------------------------|---------------------------|--------------------|------------|
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
|                               |                      |                      |                           |                           |                    |            |
| Total Reimbursement:          |                      |                      |                           |                           |                    |            |

Date Submitted: \_\_\_\_\_

|                    |          |
|--------------------|----------|
| TREASURER USE ONLY | QB       |
| Date Paid:         | Check #: |

| <b>Budget Line Item:</b>                 | <b>Item Purpose:</b>                 | <b>Approver:</b>          |
|--|--------------------------------------|---------------------------|
| Community/All School Events              | Moving On                            | Co-Chairs/ Vice Co-chairs |
|  | Orientation                          | Co-Chairs/ Vice Co-chairs |
|  | Picnics                              | Co-Chairs/ Vice Co-chairs |
|  | Other (name specific event)          | Co-Chairs/ Vice Co-chairs |
| <i>Camps (specify camp and purpose):</i> |                                      |                           |
| Fall Camp                                | Food                                 | Camp Chair                |
| K-5 Spring Camp                          | Supplies                             | Camp Chair                |
| 6-7 Spring Camp                          | Logistics                            | Camp Chair                |
| 8th Grade Camp                           | Fingerprinting Assistance            | Camp Chair                |
| Education Enrichment                     | Reflections/Art Fest                 | Co-Chairs/ Vice Co-chairs |
|  | Technology Student Association (TSA) | Co-Chairs/ Vice Co-chairs |
|  | Parent Education                     | Co-Chairs/ Vice Co-chairs |
|  | PTSA Grant Initiative                | Co-Chairs/ Vice Co-chairs |
|  | Electives                            | Electives Coordinator     |
| PTSA                                     | Acorn/Recognition Event              | Co-Chairs/ Vice Co-chairs |
|  | Software Support                     | IT or Finance Chair       |
|  | Printing/Postage/Shipping            | Co-Chairs/ Vice Co-chairs |
|  | Legislative Assembly                 | Co-Chairs/ Vice Co-chairs |
| PR                                       | School Promotion                     | PR Chair                  |
|  | Open House/Tours                     | Registrar                 |
|  | Safety Supplies                      | Co-Chairs/ Vice Co-chairs |
|  | TLC                                  | Co-Chairs/ Vice Co-chairs |
|  | Office Supplies                      | Co-Chairs/ Vice Co-chairs |
|  | Website Domain, SLL, IP              | IT Chairs                 |
|  | Staff Appreciation                   | Co-Chairs/ Vice Co-chairs |
| Fundraising                              | Bike-a-thon (logistics/t-shirts)     | Fundraising Chair         |
|  | Cascade T-shirts                     | Fundraising Chair         |
|  | Wolf Store                           | Fundraising Chair         |
|  | Winterfest                           | Winterfest Chair          |
|  | Auction                              | Auction Chair             |
|  | Bite-of-Cascade                      | Bite Chair                |