

# WARRANT

## Expense Reimbursement Request Form

Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Check Payable To: \_\_\_\_\_ Approved Motion # \_\_\_\_\_

Delivery Method: \_\_\_\_\_ Mail \_\_\_\_\_ Pick Up \_\_\_\_\_ Other \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Requested By: \_\_\_\_\_

Committee/Budget Category \_\_\_\_\_

ITEM DESCRIPTION/PURPOSE:	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

**\*RECEIPTS MUST BE ATTACHED (PLEASE STAPLE TO BACK)**

### APPROVALS

\_\_\_\_\_  
President's Signature  
(Colleen Logomasini)  
Approved: \_\_\_\_\_

Date

Date Check Issued: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary's Signature  
(Christine Lillja)  
Ratified: \_\_\_\_\_

Date

Check Number: \_\_\_\_\_

PLEASE TURN IN ALL WARRANTS TO COLLEEN/CHRISTINE FOR APPROVAL

# INSTRUCTIONS FOR WARRANTS

1. **FILL IN THE DATE.**
2. **FILL IN THE DATE NEEDED.** (I.E.: IF YOU NEED A CHECK BY 9/15, MAKE SURE THIS INFORMATION IS FILLED IN).
3. **FILL IN THE EXACT NAME YOU WANT PRINTED ON THE CHECK.**
4. **DELIVERY METHOD:** I NEED TO KNOW HOW TO GET THE CHECK TO YOU OR YOUR VENDOR. PLEASE **ALWAYS** INCLUDE YOUR PHONE NUMBER. IF YOU WANT THE CHECK SENT HOME WITH YOUR CHILD, PLEASE MARK "OTHER" AND SPECIFY YOUR CHILD'S NAME AND TEACHER.
5. IF YOU ARE FILLING OUT THE FORM, **YOU ARE THE ONE REQUESTING THE CHECK.** THIS IS THE CASE EVEN IF THE CHECK IS GOING TO A VENDOR OR ONE OF YOUR COMMITTEE VOLUNTEERS.
6. **THE BUDGET CATEGORY TELLS ME WHERE TO PLACE THIS EXPENSE IN THE BUDGET.** IF YOU ARE BUYING PAPER FOR JOG-A-THON YOUR CATEGORY IS "JOG-A-THON". IF YOU ARE BUYING PAPER FOR GENERAL PTA PURPOSES WHICH DOESN'T RELATE DIRECTLY TO ONE OF OUR PROGRAMS, THAN THE CATEGORY IS "OFFICE SUPPLIES".
7. PLEASE FILL IN A **DESCRIPTION OF WHAT WAS PURCHASED** BECAUSE THE REPORT ON WARRANTS GIVEN OUT AT PTA MEETINGS WILL NOW BE INCLUDED WITH A DESCRIPTION OF WHAT WAS PURCHASED.
8. **THE AMOUNT RELATED TO THE ITEM** DESCRIBED OR THE RECIEPT ATTACHED.
9. PLEASE GIVE ME A **TOTAL.** IT SAVES ME TIME NOT TO HAVE TO **ADD UP THE RECEIPTS.**
10. **YOU MUST STAPLE YOUR RECIEPTS** TO THE BACK OF THE WARRANT.
11. **COLLEEN MUST APPROVE ALL WARRANTS** BEFORE A CHECK CAN BE ISSUED. ONCE YOU HAVE COMPLETED THE ABOVE ITEMS.TURN IN THE WARRANT INTO COLLEEN'S FILE FOLDER INSIDE THE PTA CORESPONDENCE BOX FOR HER SIGNATURE. A CHECK CANNOT BE ISSUED FOR A WARRANT WITHOUT HER SIGNATURE.
12. **CHRISTINE LILLJA MUST ALSO SIGN ALL WARRENTS.**
13. -16. THE TREASURER WILL COMPLETE THESE ITEMS.