



**Cumberland
Elementary PTA**

Together...we are making a difference!



**National
PTA**
everychild.onevoice.®

824 Cumberland Dr.
Sunnyvale, CA 94087
Tel (408) 522-8255
Tax ID# 94-6171886

PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

(Check Request) Attach all ORIGINAL receipts to this form

Requestor's Name: _____

Requestor's Contact (email or phone): _____

Expenditure Amount: _____

Expenditure Description: _____

Payable to: ☐ Requestor (see above)

☐ Vendor Name: _____
Address: _____

Check Instructions: ☐ Place in teacher/staff box
☐ Mail to vendor address (above)
☐ Other: _____

**Requestor's
Signature:** _____ **Date:** _____

Committee Chair Approval: _____

*****For PTA Use Only *****

Check Number:
Expense Category:

Secretary's Signature: _____

President's or EVP's Signature: _____