

For Treasurer Use:

Check #: \_\_\_\_\_

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

*If you have spent money on behalf of the SLHS PTSA and would like to be reimbursed, please fill out this form and send it along with the appropriate receipts (scanned) to the PTSA Treasurer ([treasurer@southlakesptsa.org](mailto:treasurer@southlakesptsa.org)) or place in PTSA mailbox at the school.*

## SOUTH LAKES PTSA DISBURSEMENT REQUEST

The following expenses were incurred on behalf of South Lakes High School PTSA. Please disburse the funds as indicated below.

\_\_\_\_\_  
Signature (PTSA Officer)

\_\_\_\_\_  
Signature (Person to be reimbursed)

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

**Please Circle Appropriate Category:**

Academic Letter Reception  
BUG  
Graduation Awards  
Honor Roll Breakfast  
Student Directory  
Scholarships  
Special Ed Recognition  
Reality Day  
ANGP  
Gifts

Reflections  
Speakers for Meetings  
Teacher Breakfast and Lunch  
Baccalaureate  
Hispanic/Arabic parent meetings  
Newsletter  
Webhosting  
Postage  
Miscellaneous (explain) \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

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

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**Description: (Please provide total expenses and description of expenses – especially miscellaneous items). Please attach receipts to this form.**

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