

AES & APC PTA  
Check Request/Reimbursement Form

**MUST attach all invoices, receipts, and any other back-up.**

Payable to: (Please Print) \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount: \_\_\_\_\_

Address (HOME) or Location: (If different than Invoice)

\_\_\_\_\_

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

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

Approver Name: \_\_\_\_\_

Committee: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Forms and receipts can be emailed to Kristin Cook at [Cooks1605@gmail.com](mailto:Cooks1605@gmail.com), mailed to Kristin Cook at 1605 Robin Ct., Pittsburgh, PA 15237 or put in the PTA mailbox at either the Elementary or Primary Schools.

If you have any questions, please call Kristin Cook (treasurer) at 412-779-5113 or email [Cooks1605@gmail.com](mailto:Cooks1605@gmail.com).

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For Treasurer's Use:

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

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