MANHATTAN BEACH MIDDLE SCHOOL PTA CHECK/REIMBURSEMENT REQUEST FORM

1) Attach original receipt or invoice/bill to Request.
2) Signature below reflecting approval for payment is required prior to processing.
   Sign-off required by: Dept. Lead & Principal for staff reimbursement; PTA Board Member/Committee Chair for PTA program expenses.
3) Once all approvals have been secured, please place completed Form (with attachments) in PTA Treasurer's mailbox in office.
4) Allow up to 7-10 business days for reimbursement.
5) If check is to be mailed, please attach an addressed & stamped envelope. OTHERWISE, checks will be available for pick-up in office.

Date: _____

Requested by: _____ **Phone:** _____

Email: _____

Budget Category/Event Name: _____

Purpose for Expenditure: _____

Check Payable to: _____

Mail check to (please see #5 in instructions above): _____

Address: _____ **Attn.Dept.:** _____

City: _____

☐ Please mail check to payee ☐ Please leave check in my MBMS mailbox ☐ Please leave check with office manager for pick up

	Store/Vendor	Description	Date	Cost
1-				
2-				
3-				
4-				
5-				
6-				
7-				
8-				
9-				
10-				
		All items purchased with PTA funds are considered property of MBMS PTA.	**TOTAL**	

Dept/Comm. Chair: (print & sign) _____ **Date Approved:** _____

Principal Signature: _____ **Date Approved:** _____

PTA President Signature: _____ **Date Approved:** _____

This section to be completed by the Treasurer

Paid Date: _____ **Check Number:** _____

Account: _____

Authorized by: _____
Treasurer Signature

Requests are typically picked up on Mondays, except holidays, and checks are written/distributed within 7-10 days.
NOTE: Incomplete forms, or forms without approval signatues, will delay reimbursements.

Updated July 2026

MANHATTAN BEACH MIDDLE SCHOOL

PTA Reimbursement Procedure

In order to process your reimbursement and ensure that there are ideally no delays, please follow the steps below:

1. Print or download the Check Request/Reimbursement Form. Fill in the form completely. Please take the time to list all the receipts separately in the box located on the lower half of the form. Forms are also available in the office, in the PTA Reimbursements folder.

2. Attach the original receipt(s), invoice or bill to the Check Request/Reimbursement Form. Please staple all receipts/invoices/bills behind the form.

3. Be sure to note the "Budget Category/Event Name" where required, if you know it. E.g. "classroom budget: teacher name", or "curriculum budget: Art"; or PTA program/event: "Scholar Quiz". This will help us assign the reimbursement to the proper account.

4. Please provide as much information as possible, especially listing all stores/sellers in the "Store/Vendor" box, and items in the description field.

5. Obtain the Department Chair & Principal (for staff) or PTA Board Member/Committee Chair's signature on your Check Request/Reimbursement Form. We ask that you have the Department lead *print and* sign their name so we can confirm budgets and follow-up with any questions.

6. If you would like your check mailed to you or another payee, please attached a pre-addressed, stamped envelope with your request.

7. Place completed forms in the PTA Treasurer's mailbox in the office (near the bottom right of teacher box wall).

8. Submit all receipts for reimbursement within 30 days of original expense. *This helps us track and stay on budget.*
No requests for reimbursement will be accepted after the end of the MBMS PTA Fiscal Year (June 30) without prior approval.

9. **If you have any questions, please reach out to treasurer@mbmswaves.com.**

*Please note our schedule:

1. Check request/Reimbursement Forms are picked up on Mondays, except holidays.
2. Checks are written and distributed within 7-10 days, except holidays, in most cases.
3. The PTA President must approve and sign all reimbursement requests and checks.

NOTE: INCOMPLETE FORMS MAY DELAY REIMBURSEMENTS BY ONE WEEK OR MORE!