

**ARROYO VISTA ELEMENTARY SCHOOL  
PTA 2022/2023 Wish Night Fund  
REQUEST FOR PAYMENT/  
REIMBURSEMENT**

**Two options after completing this form. Option One is the preferred method:**

*Option One: Email completed form and scanned copies of invoices or receipts to*

*wishnight@ptav.org Option Two: Attach receipts or invoices to completed form and place in PTA Wish Night Mailbox*

<b>CHECK PAYABLE TO:</b>	<b>REQUESTED BY:</b>
Name: _____	Today's Date _____
Address: _____	Name: _____
City/State/Zip _____	Signature: _____
Phone: _____	<b>**No signature required if sent via email.</b>

**All checks will be placed in teacher's cubby.**

GIVE A BRIEF DESCRIPTION OF ITEM			
Description (If split between classrooms, list teachers' names)	# Teachers	Cost per teacher	Total Cost
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
		<b>TOTAL</b>	<b>\$ -</b>

PTA OFFICER'S APPROVAL		PTA WISH NIGHT CHAIR DATA ENTRY	
Budget Line Item		Data Entered:	
PTA President		Check Number:	
PTA Treasurer		Entered By:	Panda Korman
PTA Secretary			

**\*\*No payment will be made without an attached receipt or invoice copy\*\***