

PVA Check Number _____

**NORTH RALEIGH CHRISTIAN ACADEMY
PARENT VOLUNTEER ASSOCIATION**

Request for Reimbursement Form

Person to be Reimbursed _____

Phone Number _____

Reason for Expenditure _____

Amount to be Reimbursed \$ _____

COPY OF RECEIPT SHOULD BE ATTACHED

Signature of Requestor _____

Approval Signature _____
(Current NRCA Executive Officer/Position)

Date Paid _____
(Current NRCA-PVA Treasurer Sign & Date)

ATTACHMENT IV
(continued)

Instructions for Request for Reimbursement Form

The Request for Reimbursement Form may be filled out electronically or printed and submitted as a hard copy. If filling out the form electronically, please save the form using a file name including your last name and the date of the request. For example, if Judy Jones is requesting reimbursement on January 10, 2012, the file name would be Jones01102012.pdf.

PVA Check Number:

To be filled out by the PVA Treasurer with the Check Number used for reimbursement.

Person to be Reimbursed:

Enter the name of the person to be reimbursed.

Phone Number:

Enter the phone number of the person to be reimbursed. This information enables the PVA Executive Officers to contact you regarding questions.

Reason for Expenditure:

Enter a short explanation of the reason for the request.

Amount to be Reimbursed:

Enter the amount to be reimbursed. This amount must be fully supported by receipts.

COPY OF RECEIPT SHOULD BE ATTACHED:

If the Request for Reimbursement form is being submitted via email, there are two options for attaching copies of receipts:

- 1) The receipts may be scanned and attached as a separate document.
- 2) The receipts may be placed in the PVA Treasurer's folder in an envelope with the requestor's name and file name on the outside.

The PVA Treasurer will match receipts to the submitted Request for Reimbursement Form.

Signature of Requestor:

Requestor must sign the reimbursement form before the request can be processed. Typing your name in the highlighted field will serve as your digital signature.

Approval Signature:

Once all receipt(s) and the Request for Reimbursement Form from the requestor have been submitted to the PVA Treasurer, the PVA Treasurer will email the PVA Executive Officers to obtain a signature.

Date Paid:

PVA Treasurer will finalize request by signing and dating the Request for Reimbursement Form and notify original requestor when the reimbursement check is available for pick up from school.