

MTA Guild Expense Form

This form must be completed and signed for all MTA Guild check requests. Receipts and/or supporting documentation must be attached and will not be returned. You may also submit an invoice for a check directly to a vendor.

Submit completed form in the Treasurer's mailbox located in the Parent Room or mail to:

Jennie Kitz
1436 E. Vermont Ave.
Phoenix, AZ 85014
H (602) 840-2851
C (602) 430-7448
jenmlk@cox.net

Forms will be collected each Monday after 3:00 PM. Please allow one week after collection for reimbursement.

Date of Request: _____

Requested By: _____

Make Check Payable To: _____
(if different from above)

Mailing Address: _____

Guild Function/Committee: _____

Item(s) Purchased: _____

Total Amount Due: _____

Director Approval for Teacher Requests: _____

Committee Chair Approval: _____