



# OAKLAND TECHNICAL HIGH SCHOOL

## PARENT TEACHER STUDENT ASSOCIATION

Principal Staci Ross-Morrison

(510) 450-5400  
4351 Broadway Oakland, CA 94611

Tax ID# 94-617462

[www.OaklandTech.com](http://www.OaklandTech.com)

## Reimbursement Procedures for PTA Functions & Fundraisers

The following items are required for reimbursement:

1. A properly completed individual **Check Request Form** for each check requested.
2. A completed **W-9** for any payment for services (this only has to be provided once unless there is an address change).
3. One of the following (NOTE – Every check request requires its own validation):
  - A **receipt** from a business showing a valid expense to be reimbursed. Multiple receipts may be combined on a single request for reimbursement.
  - An **invoice** from a provider - this is acceptable for checks issued to an individual or business.
  - A **Receipt of Cash Payment Form** indicating receipt of a cash payment showing what the payment is for and when the services were delivered.

**Incomplete requests will be returned.**

If you have any questions, contact the PTSA Treasurer, [treasurer@oaklandtech.com](mailto:treasurer@oaklandtech.com).