



Request for Reimbursement

Instructions:

1. Complete form with all original receipts attached.
 - a. Checks will not be issued without receipts.
 - b. Payment for sales tax cannot be reimbursed.
 - c. Reimbursement will only be made with board or committee chair approval of expenses.
2. Submit form and original receipts to the PTA mailbox within two weeks of event.
 - a. Checks are issued after the next PTA meeting as all checks need to be signed by two PTA officers. All June receipts are due by the last day of school.
 - b. All checks will be mailed unless other arrangements are made to pick up from the treasurer at a PTA meeting.
3. Please fill out all of the information below. Your phone and/or email are necessary if there are any questions.
 - a. You do not need to list items individually. Please use one line for each receipt that you are submitting.

Your name: _____ Phone #: _____

Email address: _____

Make check payable to: _____

Mail check to: _____

	Item description	Date	PTA event	PTA committee	Amount
1					
2					
3					
4					
5					
6					
	Total:				\$

For Treasurer use only
Check # _____ Amount _____ Date _____ Approved by: _____