



# REIMBURSEMENT FORM

- Receipt(s) must be submitted to the treasurer within 14 days of expenditure or event, whichever is later.
- Receipt(s) must be attached to a reimbursement form.
- You may use the same form for more than one receipt and committee/project.
- Forms can be turned in to the treasurer physically (PTA office) or electronically (PTA email).

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHECK PAYABLE TO (NAME): \_\_\_\_\_

COMMITTEE/PROJECT: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

COMMITTEE/PROJECT: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

COMMITTEE/PROJECT: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

COMMITTEE/PROJECT: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

COMMITTEE/PROJECT: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

TOTAL AMOUNT OF REIMBURSEMENT: \$ \_\_\_\_\_

SIGNATURE OF PERSON SUBMITTING FORM: \_\_\_\_\_

SIGNATURE(S) OF COMMITTEE CHAIR: \_\_\_\_\_

DISTRIBUTION INSTRUCTIONS: \_\_\_\_\_ KID MAIL\* \_\_\_\_\_ PTA FOLDER \_\_\_\_\_ US MAIL\*

\*STUDENT & TEACHER NAME /ADDRESS: \_\_\_\_\_

## FOR TREASURER USE ONLY

DATE: \_\_\_\_\_ CHECK #: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

TREAS. INITIALS: \_\_\_\_\_ DATE ENTERED IN MM: \_\_\_\_\_