

Pleasant Valley PTA Reimbursement Form

PTA Committee: _____

Date Requested: _____

Check Made Payable To: _____

Amount: _____

Please note that if the requested amount goes over what is budgeted for the committee, you may not be reimbursed for the full amount.

Forms must be submitted within two weeks of purchase or event date. Please remember to attach your receipts to this request form. Forms submitted without receipts will not be reimbursed.

Place completed forms in the treasurer's mailbox in the PTA room. Your reimbursement will be placed in your PTA committee mailbox in the PTA room.

Treasurer's Use

Check #: _____

Budget Line Item(s): _____

Date Paid: _____

Second Signature: _____