

PTA Expense/Reimbursement Form

- Please complete this form when requesting reimbursement from PTA for any expenses incurred on behalf of PTA.
- **Attach all required receipts to the back of this form** and forward to the PTA Treasurer within **two weeks** after the purchase or event date.
- If you used a credit card, PTA is not responsible for interest should you fail to turn in your receipt in a timely manner.
- Committee bills over and above the budgeted amount must have approval from the Executive Board (and cannot be paid until the association votes to approve the overage).
- **No reimbursement will be made without receipts.**

Name _____ Phone # _____

Address _____ Zip Code _____

email _____

Expense or Committee being reimbursed: _____

Total Amount of Expense for reimbursement: _____

Comments or special instructions:

Signature: _____

Date: _____

.....
For Treasurer use only:

Check Payable to: _____

Date Received by Treasurer: _____

Date Check Issued: _____

Approved by: _____

Check No.: _____

- ***Please attach receipts or a copy of the receipts to this sheet and submit to the PTA treasurer.***