

# Reimbursement Request

**INSTRUCTIONS:** Complete form to authorization section. Attach sales receipts or invoices. Obtain authorization signatures from Committee Chair/Principal. Place request in PTA Treasurer's file in the school office. The Treasurer will date and sign the request upon receipt, obtain the PTA Presidents approval and write the reimbursement check.

Name of Account/Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Item Purchased	Purpose	Cost
	<b>TOTAL:</b>	

**REIMBURSEMENT INSTRUCTIONS:**

Make Check Payable to: \_\_\_\_\_

Send to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**AUTHORIZATION:** (For PTA members, approval is required by the Committee chair. For Teachers, approval is required by the Principal. NOTE: *Checks cannot be written without authorization by Committee Chair/Principal.*)

Committee Chair/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

PTA Treasurer: \_\_\_\_\_ Date Received: \_\_\_\_\_

PTA President: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**To be completed by PTA Treasurer:**

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_