

Expense Reimbursement Request

All expense items must be accompanied by **proper receipts** and other applicable supporting documentation (purchase orders, contracts). **Whenever possible**, for purchases over \$200 **use the Tax Exemption Form** available online and at school as the PTA purchases are exempt from state and local taxes. Reimbursement Forms may be submitted to the PTA box at school. Reimbursements will be made within **10 days** of receipt of the form. **Email reminder** will be sent when the check is ready for pick up at the office.

Check Payable to: _____

Email: _____

Address: _____

Date Submitted: _____

Check Amount: _____

Event /Expense: _____

PTA use only (to be completed by Treasurer):

Received: _____ Sent: _____

Check Date: _____ Check Number: _____

Expense Account: _____