



## REIMBURSEMENT REQUEST FORM 2019-2020

Please submit this form, with all invoices and/or receipts, to the PTA Assistant Treasurer by backpack mail: **Sarah Clay, c/o Alex Clay, Ms. Pino's class, room 302** or via e-mail to **Sarah Clay**.

*\*Please attach itemized receipts including detailed account of expenses. Copies or PDFs are acceptable.*

Questions? Please contact Sarah Clay at [ungersarah@yahoo.com](mailto:ungersarah@yahoo.com) or Amy Lerman at [amylerman76@gmail.com](mailto:amylerman76@gmail.com)

Date: \_\_\_\_\_

Your name: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Pay to the order of: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose (please itemize expenses):

Halloween Party    Valentine's Party    PTA Event (Specify event) \_\_\_\_\_

Other (Please Describe) \_\_\_\_\_

Notes or special instructions:

\_\_\_\_\_

Deliver Payment via:

US Mail: Address \_\_\_\_\_

Backpack mail: Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

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*For Treasurer's use only*

Paid by check no: \_\_\_\_\_

Budget line allotted to \_\_\_\_\_

Treasurer's signature \_\_\_\_\_ Date: \_\_\_\_\_ QB \_\_\_\_\_