

Central School: PTA Expense Reimbursement Form

Dear Colleagues and Friends,

Below please find a form to fill out for reimbursement of your expenses involving the PTA. This form should have an invoice or receipt attached.

When using a store receipt, please highlight the items for reimbursement if the receipt included non-PTA items.

Also, please be sure to indicate what the expense related to.

Leave completed forms in the PTA box.

Thanks you for your cooperation.

PTA Treasurer

Name of person requesting check:	
Make check payable to:	
Amount of check:	
Merchandise used for:	
Mail check to address (include street, city & zip code):	