

## Highland Terrace PTA Reimbursement Request Form

- **Complete this form and attach receipts, invoices, and any other applicable documentation.** • Review PTA budget before funds are committed or spent.
- Submit form and supporting documentation, within 60 days after expense is incurred, to the PTA Treasurer.
- Reimbursement check will be mailed or delivered as soon as possible.
- If you need cash for making change at a PTA event, please give the treasurer at least one (1) week prior notice to the activity.

Date of Request: \_\_\_\_\_ Amount of Request: \_\_\_\_\_

Committee: \_\_\_\_\_

Line Item or Activity: \_\_\_\_\_

Requested by: \_\_\_\_\_

Signature: \_\_\_\_\_

Send home via kid-mail with \_\_\_\_\_ in room \_\_\_\_\_

Or mail to this address: \_\_\_\_\_

<b>For Treasurer's Use Only</b>
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Date Received:
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Check #:
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Check Amount:
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Budget Line Item:
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