

**Central Valley PTA
Expense/Reimbursement Form**

- Please complete this form when requesting reimbursement from PTA for any expenses incurred on behalf of PTA.
- Attach all required receipts to the back of this form and forward to the PTA Treasurer within 7-10 days after the purchase or event date.
- Keep a copy for your committee records.
- If you used a credit card, PTA is not responsible for interest should you fail to turn in your receipt in a timely manner.
- Committee bills over and above the budgeted amount by \$20.00 must have approval from the Executive Board (and cannot be paid until the association votes to approve the overage).
- No reimbursement will be made without receipts.

Name _____ Phone# _____

Expense or Committee being reimbursed: _____

Total Amount of Expense for reimbursement: _____

Comments or special instructions: _____

Check Payable to: _____

Signature: _____

Date: _____

For Treasurer use only:

Date Received by Treasurer _____

Date Check Issues: _____ Check No.: _____

Date Check Cleared: _____

Approved by: _____

**Please attach receipts or copy of the receipts and submit to the PTA treasurer.
Rebecca Haugh, (724) 967-4552
treasurer.cvpta@gmail.com**