

Central Valley PTA

Reimbursement

- Complete this form when requesting reimbursement for expenses incurred on behalf of the PTA
- Attach all required receipts to this form and forward to the PTA treasurer within 15 days of the purchase or event
- A copy should also be placed in your committee binder
- If you used a credit card the PTA is not responsible for any interest
- Committee bills over the budgeted amount by \$20 must have approval from the Executive Board and cannot be paid until the association votes to approve the overage
- No reimbursements will be made without a receipt

Name _____ Phone _____

Expense of Committee being reimbursed _____

Total amount of expense for reimbursement _____

Comments of special instructions

Check Payable to _____

Signature _____ Date _____

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For Treasurer Use Only:

Date received by Treasurer _____

Date Check Issued _____ Check No _____ Date Check Cleared _____

Approved by _____

Please attach receipts or copy of receipts and submit to PTA treasurer:

Stephanie Brown

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