

Central Valley PTA

Reimbursement

- Complete this form when requesting reimbursement for expenses from PTA events
- Attach all required receipts for 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 must be approved by the Executive Board and cannot be paid until the association approves the overage
- No reimbursements will be made without a receipt

Name _____ Phone _____

Expense or Committee Being Reimbursed _____

Total Amount of Expense for Reimbursement _____

If attaching multiple receipts, please list all the amounts separately for documentation purposes:

Check Payable to _____

Signature _____ Date _____



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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