

Fort Island PTA
Reimbursement Request

For Treasurer Only: Check #: _____ Amount: \$ _____ Account _____ Date Mailed: _____
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Date Submitted: _____

Submitted By: _____ Phone: _____

Event or Committee: _____ Event Date: _____

Account: _____

Amount Requested (excluding sales tax): \$ _____

Receipt(s) or Invoice Attached? YES NO

Receipts totaling the amount of reimbursement must be attached - preferably taped to the back of this form or to a separate sheet of paper.

In the event that a receipt or invoice is not provided, signatures of the Committee Chair and President are required:

Committee Chair Signature: _____

PTA President: _____

Please note that sales tax is NOT reimbursable. Tax exemption forms are available in the treasurer's mailbox in the school office.

Please submit this form and receipts within 30 days of the event.

Make Check Payable to: (please print information)

Name: _____

Address: _____

Return check to requestor? YES NO