

# Bennett PTSA 2.3.22

## Reimbursement Request Form

- Original receipts and Chairperson’s initials are required for reimbursement.
- Reimbursement Request Forms are to be submitted within 30 days of event or purchase.
- Checks will be filed in the PTSA “standing files” on the desk in the front office. Teacher checks will be placed in their mailbox.
- Email questions to [ptsa\\_treasurer@bennettptsa.org](mailto:ptsa_treasurer@bennettptsa.org).

Date: \_\_\_\_\_ Budget Account: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

Person submitting bill: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Committee/Office/Position: \_\_\_\_\_

Amount of reimbursement requested: \_\_\_\_\_ Chair’s initials: \_\_\_\_\_

Explanation of expenses: \_\_\_\_\_

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*For Treasurer’s use only:* Budget expense category: \_\_\_\_\_

Received: \_\_\_\_\_ Amount in budget: \_\_\_\_\_

Paid: \_\_\_\_\_ Amount to pay: \_\_\_\_\_