

Hillside Elementary School PTA Reimbursement Form

Instructions:

1. Complete this form.
2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form
3. Drop off this form and applicable receipts in the Treasurers' envelope in the PTA box in the school office.

Thank You!

Date: _____

Name: _____

Address: _____

Phone: _____

Amount requested (attach receipts): _____

Event/Purpose/Committee for Check: _____

On the lines provided below, please account for attached receipts (use additional sheets if necessary):

<i>Description of Expenses</i>	<i>Amount</i>
TOTAL	\$

Treasurer's Record *Check #* *Date*