

Rogers Elementary School



Rogers Elementary School PTA
REIMBURSEMENT & CHECK REQUEST

Please fill out this form completely. Receipts, invoices or contracts must be attached in order to receive reimbursement payment. Return form and all documentation to treasurer. Please keep a copy of this form and all attachments for your records.

Name \_\_\_\_\_ Date \_\_\_\_\_

PTA Event \_\_\_\_\_

Description of Expense \_\_\_\_\_

Expense Amount \$ \_\_\_\_\_

Make check payable to: \_\_\_\_\_

(if reimbursement, use your name; if payment, please list name of vendor)

Mail check [ ] Mailing address: \_\_\_\_\_

Deliver check [ ] Deliver to: \_\_\_\_\_

FOR TREASURER'S USE ONLY
Approved by \_\_\_\_\_ Date \_\_\_\_\_
Approved by \_\_\_\_\_ Date \_\_\_\_\_
Check # \_\_\_\_\_ Amount \_\_\_\_\_

