

# STILL PTSA REIMBURSEMENT FORM

Please attach all receipts to the back of this form. Completed form should be placed in the PTSA Treasurer's mailbox.

Photocopy for your records, if necessary, prior to submitting to Treasurer.

Date \_\_\_\_\_

Event/Line Item: \_\_\_\_\_

Reimbursement amount \_\_\_\_\_ (Note: Sales tax exemption form should be used when making purchases)

Please itemize expenditure(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

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

Please indicate how you would like this check delivered:

\_\_\_\_\_ Pick up at school      \_\_\_\_\_ Pick up from Treasurer      \_\_\_\_\_ U.S. mail \*

\* U.S. mail should only be used for vendors or if absolutely necessary. Please make every effort to pick up checks from Treasurer.

For U.S. mail:      Address: \_\_\_\_\_

\_\_\_\_\_

E-mail address for notification when check is ready (if applicable): \_\_\_\_\_

## Treasurer's Use Only

Check date \_\_\_\_\_ Check # \_\_\_\_\_ Budget \_\_\_\_\_