

Jefferson Elementary PTA

Request for Reimbursement Form

- Please place completed Request Reimbursement Form, along with receipts and/or supporting documentation in the Pink reimbursement folder on the top shelf of the PTA cabinet. Please notify the treasurer you have done so.
- All receipts must be secured to this form. If you do not have a receipt, contact the treasurer to determine best way to supply appropriate documentation. Please summarize your receipts in the table below. If your receipts are from multiple events, please fill out a separate form for each event.
- Checks will be held in the JES main office for pick-up. You will be notified when your check is ready for pick-up. Please include your cell phone number below so we can contact you via text. Please allow 10 business days.
- Reimbursement checks will not be issued until committee reports are submitted.
- All requests for money must be within the budgeted amount. Any expenses over the budgeted amount must have PTA Board approval before it can be distributed. Please include all expenses even if over budget for future committee planning.

Date of Request: _____ **Event:** _____

Pay to: _____ **Cell Phone #:** _____

Summary of Receipts

Date	Store Name	Items Purchased	Amount (\$)

Total Amount to be Reimbursed: _____

Thank you.

Treasurer's Use Only:

Amanda Rost jesptatreasury@gmail.com

Check #	
Amount	
Exp. Cat	
Date	