



## HERBERT AKINS ELEMENTARY PTA REIMBURSEMENT FORM

**All requests for reimbursement must be made using this form. This form, along with the *original copy* of receipts, must be submitted to the PTA Treasurer who will then get approval from the PTA President. Once approved, the PTA Treasurer, will issue the check. Please be sure to submit the original form with the original receipts *taped to the back of the form*. For record keeping purposes, copies of receipts should be kept in the Committee Chair binder for future reference. Committee Chair's signature is required for approval.**

TODAY'S DATE:

NAME:

ADDRESS:

MAIL CHECK?                      YES                      PLEASE CALL ME TO MAKE ARRANGEMENTS

PHONE NUMBER:

EMAIL ADDRESS:

AMOUNT REQUESTED:

DETAILS:

COMMITTEE NAME:

EVENT NAME/PROGRAM INFO:

WHAT WAS PURCHASED & WHY:

COMMITTEE CHAIR'S SIGNATURE:

REQUESTER'S SIGNATURE:

**\*\*\*\*FOR PTA TREASURER USE ONLY\*\*\*\***

PTA TREASURER'S SIGNATURE:

PTA PRESIDENT'S SIGNATURE:

EXPENSE CATEGORY ASSIGNED:

CHECK NUMBER:

DATE PAID: