

# REIMBURSEMENT REQUEST

DETAILED RECEIPT MUST BE ATTACHED

USE A TAX-EXEMPT FORM FOR EACH PURCHASE

ELDEN PTA CANNOT REIMBURSE ANY SALES TAX

DATE: \_\_\_\_\_

FUNCTION/EVENT/ACTIVITY: \_\_\_\_\_

REIMBURSEMENT REQUEST AMOUNT: \_\_\_\_\_

PAYABLE TO:      NAME: \_\_\_\_\_

                                 ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PTA TREASURER

DATE PAID: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_