

# BUILTA PTA REIMBURSEMENT FORM

## 2019 - 2020

**\*\*\*30 Days will be given after an event/party to turn in receipts for reimbursement.\*\*\***

- This includes all PTA expenses for Room Parties, Events, Administrative, and other approved requests.
- Reimbursement amounts **MUST** be **APPROVED** and **SIGNED** by your event chairperson or an executive board member prior to being submitted.

Date Submitted: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

### PAY TO THE ORDER OF:

***(Please print legibly as reimbursements will be mailed to the address listed)***

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

***(Note: Sales tax cannot be reimbursed due to tax-exempt status)***

**PAYMENT CANNOT BE MADE WITHOUT RECEIPTS ATTACHED !**

- Please leave vouchers in the Treasurer's Folder (*ask the front desk for location*) .
- Please allow 10 business days for reimbursement.

**Questions?** Please contact **Kate Erickson** at [kate2782@hotmail.com](mailto:kate2782@hotmail.com)

### OFFICE USE ONLY

Approved by (1): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (2): \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_

Department: \_\_\_\_\_