

PTA REIMBURSEMENT REQUEST

Submitted by: _____

Date: _____

Payable to: _____

Phone: _____

It is okay to send the check home with my child _____ in
_____ (teacher/class).

Please mail to me at: _____

Please give the check to me personally.

Budget category or activity: _____

Description	Vendor/Individual	Amount

Total	\$
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Reimbursed by: _____

Date: _____

Check number: _____