

**HORACE GREELEY HIGH SCHOOL PTA**  
**EXPENSE REIMBURSEMENT FORM**



Submit to :  
 Ellen Portman  
 24 Horseshoe Road  
 Mt. Kisco, NY 10549  
 914-949-7830 (office)  
 914-801-5716 (fax)

Or complete online, scan receipts, and send to Eportmanlaw@gmail.com

Date \_\_\_\_\_

NAME OF COMMITTEE: \_\_\_\_\_

ITEM(S) PURCHASED	AMOUNT

All receipts must be attached.

Please make check payable to: \_\_\_\_\_ Committee Member  
 \_\_\_\_\_ Vendor

Address to send Check:

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

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

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

USE CHAPPAQUA PTA TAX exempt number #163363 as we cannot reimburse for tax.

Signature of person submitting form: \_\_\_\_\_

Treasurer	
Check #:	
Issued to:	
Amount:	
Date:	