

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: _____

EVENT NAME/ CATEGORY: _____

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 for checks payable directly to Vendors. You cannot use that number for expenditures to be reimbursed to Committee Members.

Signature of person submitting form: _____

Treasurer	
Check #:	
Issued to:	
Amount:	
Date:	