

Whitt Elementary PTA  
REIMBURSEMENT REQUEST FORM

**STAPLE  
RECEIPTS  
HERE**

Check Payable to: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(if to be mailed)

City, State, ZIP Code: \_\_\_\_\_

Requested by: \_\_\_\_\_  
(if different than "check payable to")

Telephone Number: \_\_\_\_\_

Officer or Chairperson's Signature: \_\_\_\_\_

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

Explanation: \_\_\_\_\_  
(if needed)

\_\_\_\_\_  
\_\_\_\_\_

| Place of Purchase | Description (if needed) | Amount | Budget Account |
|-------------------|-------------------------|--------|----------------|
|                   |                         |        |                |
|                   |                         |        |                |
|                   |                         |        |                |
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|                   |                         |        |                |
|                   |                         |        |                |
|                   |                         |        |                |

**Total**                      \$ \_\_\_\_\_ - \_\_\_\_\_

Staple ORIGINAL receipts listed above to the top right corner of this form (NO COPIES). Sales tax and gift cards greater than \$25 will not be reimbursed. Allow 5-10 school days for your check to be prepared and signed (PTA requires multiple levels of review before it can release a check). When the check is ready, you may find it in the 'PTA Check Box' in the front office.

**To be completed by Treasurer:**

First Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_