

EH PTA Expense Reimbursement/Check Request Form

All expense items must be accompanied by proper receipts and approved by the Committee Chair. Forms may be sent to the PTA through the school mail. Reimbursements will be made within 10 days of receipt of the form.

Requested By: _____

Date Submitted: _____

Mail to: _____

Check Payable to: _____

Check Amount: _____

Event Description/Expense: _____

Approved By: _____

PTA use only:

Received: _____ Sent to: _____

Check Date: _____ Check Number: _____

Expense Account: _____