

Rockburn Elementary School PTA, Inc.
(Rockburn PTA)

Reimbursement Request Form

(Do not use this form for payments directly to the vendors – see Disbursement Form)

Submit To: ROCKBURN PTA PRESIDENT OR TREASURER

Date Submitted: _____ **Budget Year:** 2021-2022

Reimbursement Payable To: _____

Payee Phone: _____ **Email:** _____

Total Reimbursement Amount: \$ _____

Budget Account/Line Item: _____

Explanation of Expenses: (attach original receipts)

{Note: Please be sure to clearly mark receipts by circling items (avoid using a highlighter) for PTA expenses to be reimbursed. Also, if submitting multiple receipts, attach an itemized list of receipts and total costs from each receipt – including sales tax paid, if applicable.}

- ❖ Payee certifies that this request for reimbursement is for actual costs incurred by the payee for expenses covered under the approved Rockburn PTA budget and/or authorized by the Board of Directors in support of the goals and objectives of the PTA.

Payee Signature

- ❖ Reimbursement Delivery Instructions:
 - Send home with child - name/teacher/grade: _____
 - Mail to address: _____

Approval:

Rockburn PTA President or designee (if not payee listed above)

Paid by check # _____ Date: _____ Treasurer's initials _____