



Browns Point PTA Reimbursement Form

Please fill out the form completely, attach your receipt(s) to this form and forward it to the PTA treasurer. You may use the same form for more than one receipt and for more than one project or committee. Must be submitted within **30 days**.

Date: _____ Name: _____

Project/Committee: _____

Check payable to: _____

Signature: _____

*Parents (**DO NOT LEAVE BLANK**): Your check will be sent home with your student.

Student's Name: _____ Student's Teacher: _____

Itemized Expenses

Receipt/Bill Amount:

Explanation:

1. \$ _____

2. \$ _____

3. \$ _____

4. \$ _____

5. \$ _____

Total Reimbursement: \$ _____

TREASURER'S USE ONLY:

Date: _____

Check #:

Amount: _____

Account(s):

Approver's Initials: _____

** Reimbursements can be approved by the: PTA President, PTA Vice President, or PTA Treasurer*