

ABC Elementary School PTA
Reimbursement Form
2012 - 2014

To: xxxxxx, PTA Treasurer
Cc: xxxxxx, PTA President
Cc: Committee Chair

Event/Program: _____ Date: _____

Requested by: _____ Date: _____

Description of Purchase: _____

Pay to: _____

Amount: _____ Check No.: _____

Receipt Attached: _____ YES

*** IRS Regulations require a receipt for any reimbursement of PTA funds. ***
The Treasurer CANNOT issue a check without the receipt.

Budget Category (please circle appropriate category):

Expenses

- | | | |
|-----------------------------------|----------------------------|--------------------|
| 5 th Grade Celebration | Educational Enhancements | School Supply Kits |
| Accounting Fees | Family Involvement | Science Night |
| Advocacy | Grants/Donations | Spirit Wear |
| Art Appreciation Night | Hospitality | Staff Appreciation |
| Bank Fees | Insurance | Volunteer Training |
| Book Fair (Fall) | Leadership Training | Ways & Means |
| Book Fair (Spring) | Literacy Night | Workroom Supplies |
| Reading/Math Incentives | Membership | Other _____ |
| Cultural Arts | Miscellaneous/General Fund | |
| Directory | | |