



## PTA Reimbursement Request

**Receipts are required** for all PTA expenditures. All reimbursement requests must be tied to a line in the approved Mountain PTA Budget. A copy of the budget is available in the office and on the PTA website (<http://mountainpta.org>). Please staple receipts to this form and place in the PTA mailbox or fill this form out on your device, save it, and email it to [officers@mountainpta.org](mailto:officers@mountainpta.org) with a copy of your receipt attached. All reimbursement requests must be submitted before May 31st of the school year in which the money was used.

**Requester:**

**Date:**

**Contact Phone Number:**

**Expense Total: \$**

**This purchase was authorized through (please see PTA budget):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Mad / Carnival Money</b> | <input type="checkbox"/> <b>Educational Grants *</b> | <input type="checkbox"/> <b>Carnival</b> |
| <input type="checkbox"/> <b>Clubs</b>                | <input type="checkbox"/> <b>Field Trips</b>          | <input type="checkbox"/> <b>Other</b>    |

\*Prior PTA Approval Required

**Expense Description:**

**Requester's Signature:**

For PTA Treasurer only:	Date:	Check #:	Amount:	By: