Maple Grove PTA

2023-2024 Reimbursement Form

Please complete and submit this form, with itemized bills/receipts attached within 30 days of incurring subject expenditures. The request form may be physically delivered to the Maple Grove Elementary office addressed to the PTA treasurer box or submitted electronically to mailto:mgpta2020treasurer1@gmail.com. If you have any questions please contact Jack Holbrook (720-583-5472) or Steve Garcia (303-803-6805).

REIMBURSE___ VENDOR PAYMENT___ MAIL___PICK UP___

DATE REQUESTED: _____

PAYABLE TO (Name) _____

_____

PHONE NUMBER: _____

EMAIL: _____

ATTACH RECEIPTS (REQUIRED)

Date		Reimbursement Account (budget line item)	Description	Amount
TOTAL				

REQUESTED BY (name, email, phone if different from above):

_____

TREASURER APPROVAL: _____ DATE: _____

DATE PAID: _____ CHECK #: _____ AMOUNT: $_____