

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).

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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: \$ _____