



## Montowese Elementary School PTA Reimbursement Form

This form may be used to request reimbursement for approved PTA expenses or events. Please complete all fields below & submit to Montowese PTA Treasurer along with original receipts. In the event the treasurer is unable, please submit to an Executive Board member. The form and all related documents may be placed in a sealed envelope, labeled "Montowese PTA" and given to the secretary in the main office of Montowese School.

Date of Request: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Expense Description: \_\_\_\_\_

Total Amount of All Receipts: \$\_\_\_\_\_

Please select one option below on how you would like to receive your reimbursement:

- ☐ Mail check to above address
- ☐ Send home with my student

Student's Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Room Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

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**For Treasurer:**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Check #: \_\_\_\_\_