



## Request for Reimbursement

Thurgood Marshall Elementary School PTA

The TMES PTA highly values the donations and money it receives from families and the surrounding

community. As such, each payment is highly scrutinized to ensure the assets of the Organization are spent wisely and in accordance with the mission and current year budget.

Make check payable to

Date:

Amount: \$

Budget Line(s) to be Charged:

Account/Event

Check Requested by:

:

Signature &  
Date

Committee Chairperson's Approval:

Signature &  
Date

**\*\*Receipts MUST be attached\*\***

\*\*\*\*\*

To Be completed by Treasurer:

Paid By:

Check #:

Date:

Online:

Treasurer's Signature:				