

Reimbursement Procedure

- Complete reimbursement form
- Ensure that form has your signature (additional signature lines are for check signers)
- If receipt contains record of items purchased for purposes other than PTA, please underline & total PTA purchases.
- Staple receipt(s) to form
- Place form in Treasurer's box or PTA lockbox. Please do not hand forms to Treasurer.
- No reimbursement requests will be accepted via email
- Tax will not be reimbursed (use tax exempt form when purchasing to avoid tax expenses)