

Staple Receipts  
HERE!



## Forest Elementary PTA Reimbursement Form

Forest Elementary  
**PTA**<sup>®</sup>  
everychild.onevoice.<sup>®</sup>

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_  cell  home  office

Make check payable to: \_\_\_\_\_

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

Check will be mailed to the address above unless stated otherwise.

Amount Requested: \$ \_\_\_\_\_ (attach receipts & documentation for reimbursement)

Note: Forest Elementary PTA has tax exempt status for some items.  
Please obtain a NYS tax exempt certificate from the PTA treasurer.  
This cannot be used for items that will be sold by the PTA.

PTA Event / Activity: \_\_\_\_\_

Event / Activity Chairperson: \_\_\_\_\_

Chairperson Approval (signature): \_\_\_\_\_

Description of purchase: \_\_\_\_\_

Please place this completed and signed form in the PTA mailbox located in the Forest Elementary office. If you have any questions, please contact the PTA treasurer, Anne Birt at [mrsabirt33@gmail.com](mailto:mrsabirt33@gmail.com).

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
PTA Executive Board Member

Signature: \_\_\_\_\_

Treasurer's Notes: Initials \_\_\_\_\_

Date Received \_\_\_\_\_ Date Deposited \_\_\_\_\_ Check # \_\_\_\_\_

Notes \_\_\_\_\_