

Forest Elementary PTA Reimbursement Form

Requested by: _____ Date: _____

Phone Number: _____

Make Check Payable to: _____

Address: _____

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

Amount Requested: \$_____ (receipts & documentation required 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: _____

Description of purchase: _____

Event/Activity Chairperson: _____

Chairperson Signature: _____

Please place the signed Form in the PTA mailbox located in the Forest Elementary main office. If you have any questions, please contact the treasurer at feptatreasurer@gmail.com

Approved by: _____ Date: _____
(PTA executive board member)

Signature: _____

Treasurer's Notes:

Date Paid: _____ Check# _____ Amount: \$ _____

Notes: _____