

## EXPENSE REIMBURSEMENT / CHECK REQUEST

Pound Ridge Elementary School PTA  
7 Pound Ridge Road  
Pound Ridge, NY 10576

DATE: \_\_\_\_\_

TEACHER OR COMMITTEE NAME: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

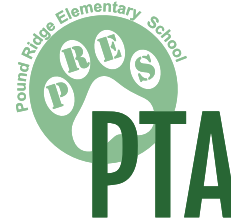
MAKE CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NATURE OF EXPENSES:	AMOUNT:
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL EXPENSES:</b>	<b>\$ _____</b>

**AUTHORIZED SIGNATURE OF** \_\_\_\_\_  
**TEACHER OR COMMITTEE CHAIR:** **X**  
*(reimbursements cannot be issued without an authorized signature)*

**- RECEIPTS OR BILL TO BE PAID MUST BE ATTACHED -**



## EXPENSE REIMBURSEMENT / CHECK REQUEST

Pound Ridge Elementary School PTA  
7 Pound Ridge Road  
Pound Ridge, NY 10576

DATE: \_\_\_\_\_

TEACHER OR COMMITTEE NAME: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NATURE OF EXPENSES:	AMOUNT:
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL EXPENSES:</b>	<b>\$ _____</b>

**AUTHORIZED SIGNATURE OF** \_\_\_\_\_  
**TEACHER OR COMMITTEE CHAIR:** **X**  
*(reimbursements cannot be issued without an authorized signature)*

**- RECEIPTS OR BILL TO BE PAID MUST BE ATTACHED -**