

SUBMIT FORM TO THE TREASURER: treasurer@jeffersonlr.org

**JEFFERSON ELEMENTARY PTA
REIMBURSEMENT REQUEST FORM**

NAME: _____

ADDRESS: _____

MAIL TO REQUESTOR: _____ Yes _____ No

PHONE NUMBER: _____

AMOUNT: _____

DESCRIPTION: _____

BUDGET ITEM: _____

DATE NEEDED: _____

RECEIPTS ATTACHED: _____ Yes _____ No

If no receipt, explain: _____

****Reminder: Receipts are needed for audit documentation**

For Treasurer's Use:

CHECK NUMBER: _____ AMOUNT: _____

DATE PAID: _____

Budget Line Item/Officer/Committee Charged:

Notes: