

Green Gables PTA

Reimbursement Request Form

Please fill out this form to request reimbursement for PTA expenditures. Form must be signed by the Committee Chairperson and then placed in the Green Gables PTA President box for authorization of payment. **Please attach original receipts or copy of receipts.**

Date: _____

Budgeted Committee or Event: _____

Amount Requested: _____

Payable to: _____

Submitted by: _____

Phone number: _____

Date Needed: _____

Deliver via: _____

Explanation of amount requested:

Committee Chairperson Signature

President/Vice President Signature

Receipts must be turned in within 60 days of purchase. Per the Green Gables PTA Standing rules

-----*Do not write below for Treasurer information*-----

Check # _____ Amount \$ _____ Date Issued _____

Committee Charged _____ Recorded: _____