

**Attach
receipts
HERE**

**Pioneer Elementary PTA – 2018/2019
Expense Reimbursement Form**

Please follow instructions below.
Contact Shawna Dale at pioneerptareg3@gmail.com

Guidelines and Instructions:

1. Form must be completed, and receipts attached for reimbursement.
***Original invoices/receipts must be stapled to the form.
No receipts. No reimbursement.***
2. Reimbursement must be for the 2018-2019 school year.
(July 1, 2018 – June 10, 2019)

NOTE: Please allow **10 days** for reimbursement.

Date Submitted: _____ Person Submitting Form: _____

Phone Number & E-mail: _____

Make Checks Payable to: _____

| DATE | PTA BUDGET CATEGORY | PURPOSE FOR EXPENSE | AMOUNT |
|------|---------------------|---------------------|--------|
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Verified Date & Payable to

Verified \$ Total

Total Amount of Expenses for Reimbursement: \$ _____

= for Treasurer Use Only

Check #

Treasurer Signature:



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