

Union Township School PTA
REQUEST FOR REIMBURSEMENT

Instructions:

- All requests must have original receipts stapled to the back of this form—**there are no exceptions**
- Complete this form in its entirety, providing special detail regarding the “Brief Explanation of Invoices/Receipts” section
- Use a separate form for each individual committee/activity reimbursement
- Submit request within 30 days of expense and allow 7-10 days for processing

If you have any questions, please call Donna Chen at 908-713-9973 or e-mail [rundmchen\(a\)Comcast\(dot\)net](mailto:rundmchen(a)Comcast(dot)net)

Date: _____

Make Check Payable To:

Name: _____ Amount: _____

Address (if check being mailed):

Email Address: _____

PTA Committee/Event: _____

Brief Explanation of Invoices/Receipts:

Return Check Via Student: _____ Homeroom: _____

Other Special Instructions: _____

FOR TREASURER'S USE ONLY

Date Paid: _____ Check #: _____ Amount: _____