

(Staple Receipts Here)

Franklin School PTA Reimbursement Request Form

Instructions for PTA Reimbursement:

1. Circle reimbursement items on each receipt, sum, and record on this form
2. Fill out remainder of form, especially event and preferred contact method
3. Staple receipts to back of form
4. Turn in to PTA box in office, or President box in PTA room

Date: _____ Total Amount: \$ _____

Make Check Payable To: _____

Event: _____

Preferred Method of Contact when check ready:

- Text me at: _____
- Email me at: _____
- Call me at: _____

Signature when check is received: _____ Date: _____

Treasurer Approval: _____

President Approval: _____

For Treasurer Use: Date Paid _____ Check # _____ Amount _____

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