

Franklin School PTA
Reimbursement Request Form – 2021-2022

Instructions for PTA Reimbursement:

1. Circle reimbursement items on each receipt, sum, and record total amount on this form.
2. Take a picture, scan, or email electronic receipt with this form.
3. Email form to PTA Treasurer (krisandtodd@yahoo.com) or PTA President (tbrandt@riverdesigngroup.com).

Date:	Total Amount:	
Make Check Payable To:		
Event:		
Contact Information When Check is Ready:		
Mailing Address to Receive Check:		
Treasurer Approval:	President Approval:	
For Treasurer Use: <i>Date Paid</i>	<i>Check #</i>	<i>Amount</i>

8/9/2021

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