

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:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">For Treasurer Use: <i>Date Paid</i></td> <td style="width: 33%; border: none; text-align: center;"><i>Check #</i></td> <td style="width: 33%; border: none; text-align: right;"><i>Amount</i></td> </tr> </table>		For Treasurer Use: <i>Date Paid</i>	<i>Check #</i>	<i>Amount</i>
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