

Check # _____

Fern Bluff Elementary PTA Reimbursement Request Form

Please return a hard copy to the PTA box or Treasurer. Receipts and/or invoices must be attached. A sales tax exemption form should be used when feasible - Fern Bluff PTA does not reimburse tax. If the request is for more than one budget category, please identify each and the amount for each. If the request is for a Class Party, please indicate party and grade in the budget category line.

Payable to _____ Date Requested _____

Address _____ Phone _____

Requestor _____ Date Needed _____

Email _____ Child's Name/Teacher _____

Budget Category(s) to be Charged & Corresponding Amount(s)

Budget Category	Amount	Budget Category	Amount
	\$		\$
	\$		\$

PURCHASE SUMMARY

Item Purchased	Place of Purchase	Amount
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL		\$

CHECK DELIVERY INFORMATION

Please indicate where you would like this check sent or how you would like to receive it:

APPROVALS

I have approval for this purchase from the VP in charge of the budget line(s) (circle one). YES NO

Treasurer's Signature _____ Date _____

FOR TREASURER'S USE ONLY

Receipt/Invoice Date		Date Paid	
Date Received		Payment Method	
Plan of Work/Motion		Total Payment	\$