

Woodlin PTA Reimbursement/Expense Request

Date Requested: _____

Amount Requested: \$_____

Check Payable to: _____

Mailing Address: _____

Please list items purchased and cost (use additional sheets if needed).

Please attach all receipts.

<u>Items Purchased</u>	<u>Cost</u>
Total	

Purpose of purchase or PTA activity: _____

Person making request: _____

Signature: _____

Phone number: _____ Email: _____

Signature of Committee Chair: _____

Submit to PTA Treasurer Box in Woodlin Copy Room and/or email to the PTA Treasurer (treasurer@woodlinpta.org)

For PTA use only:

Received _____

Check Number _____
ST / CU

Date Sent _____