



Parkwood PTA Reimbursement Request

Attach receipts here*

Please attach receipts* or invoices to this form and place in Treasurer's in box. This will help the Treasurer keep accurate account information for line items. If you need cash for making change at a PTA event, please give the treasurer at least one (1) week notice prior to the activity/project. Please contact the PTA treasurer with any questions or to arrange drop off of cash box.

- Reimbursement *or*
- Cash Box

Date Submitted: _____

Date Needed: _____

Purpose: _____

Committee: _____

Budget Item: _____

Amount Requested: _____

Requested by: _____

Phone No.: _____

Address _____

Signature: _____

FOR TREASURER'S USE ONLY

Date Received _____

Reimbursement
Made to: _____

Check Number: _____

Check Amount: _____

Budget Item: _____

Cash Given to: _____

Purpose: _____

**Note: If there are no receipts attached, there can be no reimbursement*