



Brookdale Elementary School PTA Payment Reimbursement Form

- All invoices and receipts MUST be attached to this form.
- Upon completion of this form, please place in the PTA Treasurer's mailbox located in the copy room in the main office.
- If receipts or invoices are not attached, reimbursements cannot be made.
- Please remember that tax is NOT reimbursable. Tax exempt forms may be obtained by emailing pta.brookdale.bobcat@gmail.com.

Date

Payee

Amount

Budget Category

Explanation of Expenditure

Signature of Person Requesting Reimbursement

Signature of Person Authorizing Reimbursement

Signature of Committee Chairperson (if applicable)

RETURN CHECK TO

Please check one:

<input type="checkbox"/>	Return to child's classroom Class: _____
<input type="checkbox"/>	Mail check to:

FOR TREASURER'S USE ONLY: CHECK # _____ DATE _____ AMOUNT _____