

Mitchell PTA Reimbursement Form

All requests must have receipts attached.

Check payable to: _____

Amount: _____ Budget Category: _____

Description: _____

Submitted by: _____

Committee Chair Approval: _____

Where shall we send this check when it's ready?

- Mail check to address on invoice
- Hand-deliver check to _____

Treasurer Use Only

Budget Category: _____ Date Paid: _____

Check #: _____ Amount Paid: _____