



## Mitchell PTA Reimbursement Form

**All requests must have receipts attached**

*Please email completed form, along with receipts, to the PTA Treasurer at [treasurer@mitchellelementarypta.org](mailto:treasurer@mitchellelementarypta.org)*

Check payable to: \_\_\_\_\_ Contact email: \_\_\_\_\_

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: \_\_\_\_\_