

## Haynes Bridge MS PTA Expense Reimbursement Request Form

NOTICE: Approval must be obtained from the PTA President or appropriate Vice-President prior to the purchase of any items.

Date: \_\_\_\_\_

Description of item/s: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of purchase: \_\_\_\_\_

Budget line item to be charged (*if known*): \_\_\_\_\_

Make check payable to (*your/Vendor name*): \_\_\_\_\_

Your signature: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Committee VP or President)

*If you are a HBMS teacher, Board member, or committee Chair, your check will be put in your HBMS mailbox. If you do not have a mailbox at HBMS or would prefer that your check be mailed to your home, please staple a self-addressed, stamped envelope to this requisition, and your check will be mailed to you. Checks to outside vendors will be mailed directly to the vendor. If you are having us mail your check or this check is being mailed directly to an outside vendor, please write your/the vendor address below:*

\_\_\_\_\_

*Please attach all receipts to this form when you turn it in to HBMS PTA for reimbursement. Checks cannot be issued without proper receipts. Please place completed requisitions in the Treasurer's mailbox in the front office, and a check will be issued as soon as possible.*

For HBMS Treasurer's Use Only

Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

Charged to Budget Item: \_\_\_\_\_