

WESTBROOK ELEMENTARY SCHOOL PTA

CHECK REQUEST OR EXPENSE REIMBURSEMENT FORM

Please complete the top part of this form, including a detailed explanation of expenses submitted for reimbursement, and attach supporting documentation. Approval of a Committee Chair may be required for reimbursement of certain expenses.

Date: _____ PTA Account to be charged: _____

Check Payable to: _____

Amount of Check: \$ _____

Address: _____

Phone Number: _____

Explanation of expenses: _____

Your Name: _____

Phone Number: _____

Signature: _____

Committee Chair Approval/Date: _____

Treasurers Use Only

Account Charged: _____

Date Paid: _____

Check # _____

Treasurer's Authorization: _____