



# Armstrong PTA

## REIMBURSEMENT FORM 2018-2019

Today's Date: \_\_\_\_\_

- Receipt(s) must be turned in within 2 WEEKS of incurring expense.
- All receipts must accompany this form, and form must be signed. A check will be issued within 2 WEEKS of form being submitted to the PTA Treasurer.
- Make a copy for yourself and retain as a record.
- Submit completed forms to the PTA Treasurer Mail Box in the school office.
- For expenses over \$500, when possible, please coordinate with Treasurer ahead of time and have the PTA write a check to the vendor directly.

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your Email: \_\_\_\_\_

PTA Position or Committee: \_\_\_\_\_

Amount of Expense: \_\_\_\_\_

- *Be sure to use Armstrong Tax ID # for all purchases. The PTA cannot reimburse for sales tax.*

Budget line item category: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Mail check to this address \_\_\_\_\_

Description of Expense: \_\_\_\_\_

\_\_\_\_\_

Authorized Payment Signature \_\_\_\_\_

**\*NOTE – All Carnival, Auction and Room Parent expenses MUST be approved by the appropriate committee chair.**

Contact PTA Treasurer **Melissa Rubenstein** with reimbursement questions at **469.231.9274** or **melissa.rubenstein@gmail.com**.