



PTA GENERAL REIMBURSEMENT FORM

PLEASE USE THE FOLLOWING PROCEDURES:

1. FILL OUT FORM COMPLETELY
2. STAPLE ORIGINAL ITEMIZED RECEIPTS/INVOICES TO THE BACK OF COMPLETED FORM
3. ACCOUNT TO BE CHARGED (CLASSROOM, SUPPLIES, MATERIALS, FIELD TRIPS, ETC)
4. HAVE THE PRINCIPAL AUTHORIZE THE REIMBURSEMENT
5. PLACE IN THE OFFICE TREASURER MAILBOX

PLEASE SUBMIT ANY QUESTIONS OR REQUESTS TO: treasurer@vvpta.org

NAME:		DATE:	
EMAIL		AMOUNT	\$

ITEM/EVENT NAME	ACCOUNT	VENDOR NAME	AMOUNT
TOTAL REIMBURSEMENT REQUESTED			\$

MAKE CHECK PAYABLE TO: _____

TEACHER/STAFF/PARENT/PTA/SIGNATURE: _____ **Date:** _____

PRINCIPAL'S AUTHORIZATION: _____ **Date:** _____

<i>PTA Use Only:</i>	Check #	Date Issued: / /	Amount: \$
----------------------	---------	------------------------	------------