

Reimbursement Request Form

ROSY MOUND ELEMENTARY PTA

NOTE: All receipts, invoices, or contracts MUST be attached to this form. Please remit receipts within 30 days of event. All expenses must be in by **May 30, 2018**. Books close after this date. Complete and submit form to the Rosy Mound PTA Treasurer, Lyndsi DeVries. Questions 616-560-1087 or lyndsi.devries@gmail.com

Date Requested _____

Your Name _____

Check Payable To _____

Address _____

Committee / Event _____

Description for Reimbursement:

For PTA Use Only

APPROVALS:

Lyndsi DeVries _____ Date _____

Stacy Pearson _____ Date _____

REVIEWED APPROVAL:

Sara VanderZee _____ Date _____

For Treasurer Use Only

Check # _____

Check Date _____

Delivered / Mailed Date _____

Posted Date _____

Amount \$ _____