

**VAN HOOSEN PTSA
REIMBURSEMENT REQUEST**

Date:

Requested by:

Phone:

E-mail:

Amount:

Make Check Payable To:

Reason/Event:

Deliver Check To:

Purpose:

Please be sure to attach all receipts or the purchase order!

Note: If you're attaching a purchase order, be sure to get the original receipt to the PTSA Treasurer when the order arrives.

Please put reimbursement requests in the PTSA mailbox in VH main office with attention Treasurer on it.

Thank you!

FOR TREASURER'S USE ONLY

CHECK #: _____ CHECK DATE: _____ TOTAL AMOUNT: _____

ACCOUNT(S) CHARGED: _____ Amt: _____

Treasurer's Signature _____