



Belmont PTA

Request for Reimbursement

Date: _____

Pay to the order of: _____

Return in backpack mail c/o: (child and teacher name) _____

Amount: \$ _____

Event/Budget line: _____

Itemization of all expenses:

| Vendor | Description | Amount |
|--------|-------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

Check requested by: _____

****All receipts must be attached****

This form should be used to request reimbursement for personal money already spent.

For Board Use

Approved by: _____

Title: Treasurer

President

Vice-President

Budget: _____

Date issued: _____

Check #: _____ Cleared: _____