

## **John Rogers PTA Reimbursement Form**

### **Requirements:**

- 1: Please fill out all contact information.
- 2: Give a detailed description of your expense.
- 3: If there are unrelated items on the same receipt please circle/highlight relevant items.
- 4: Please include all relevant receipts or invoices. Any other documentation must be cleared with the treasurer.
- 5: Email to jrptatreasurer@gmail.com

**Date:**

**Name:**

**Address:**

**Phone #:**

**Room #:**

**Grade:**

**Email Address:**

**Description:**

**I have included/attached a copy of the receipt.**