

*Whittier Elementary School
130 E. Walnut St
Westerville, Ohio 43081*

PTA Reimbursement Request Form

Complete this form and return it to the Whittier PTA Treasurer. Your request needs to be a budgeted expense and needs to be pre-approved by the PTA President.

RECIEPTS MUST BE ATTACHED OR REIMBURSEMENT WILL BE DENIED

PLEASE PRINT CLEARLY

Committee / Budget Category: _____

Reimbursement Amount Requested: \$ _____

Explanation of Expenditure: _____

Send Reimbursement to: _____

PLEASE DO NOT WRITE BELOW THIS LINE

Date Received: _____

Payment To: _____

Check #: _____

Date Sent: _____

Budget Category: _____

Amount: \$ _____