

2016-2017 TREASURER'S FORM FOR REIMBURSEMENT

Event: _____ Date: _____

Event Chair: _____ Phone #: _____

Request Submitted by: _____ E-mail address: _____

ITEMIZED EXPENSE LIST	AMOUNT
TOTAL	

MAKE CHECK PAYABLE TO:

NAME: _____

ADDRESS: _____

PHONE: _____

1. Please be sure this is an authorized expense.
2. The PTA will reimburse for sales tax paid, only if a vendor does not accept the PTA Tax Exempt number (e.g. Costco). The PTA's tax-exempt number is E11363 (Forms are available in the PTA Treasurer's box in the school office.)
3. Please write legibly.
4. Keep a copy for your records and include a copy in your report given to VP Fundraising.
5. Leave completed form, with receipts attached, in the PTA box at Bedford Middle School or mail to Jennifer Vandis, 128 Greens Farms Rd., Westport, CT 06880.
6. A check will be mailed to you.
7. Call Jennifer Vandis at 203-981-3249 or e-mail at jvandis@optonline.net.

FOR TREASURER'S USE ONLY

Date Paid by Treasurer _____ Check # _____