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# Reimbursement Request

**\*\*\*Original Receipts must be attached\*\*\***

Payable to: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

Program/Category: \_\_\_\_\_ Total Amount: \_\_\_\_\_  
(event, supplies...)

Reason for Reimbursement:

Annual Budget Year: \_\_\_\_\_ Approved at Meeting: \_\_\_\_\_

- Checks will be mailed to you at the address indicated above.
- JRB PTA is unable to reimburse for sales tax. If a receipt is submitted with sales tax, reimbursement will be paid less the tax amount.
- All Reimbursement Checks are approved at the next general meeting, or executive committee meeting, whichever occurs first.

**Board Approval Required:**

Two board members must sign approval before reimbursement can be made.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

*For Treasurer's Use Only*

| Category              | Check # | Payment Date | Logged |
|-----------------------|---------|--------------|--------|
| Reimbursement Request |         |              |        |