



# Juanita Elementary School PTA

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## PTA Reimbursement Form

This form to be used for Teacher/Staff Classroom support reimbursement, and PTA Budget reimbursements.

**RECEIPTS MUST BE ATTACHED.**

Requested by: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Info: \_\_\_\_\_ PTA Member? Yes  No

Budget or Line Item: \_\_\_\_\_

Please list each receipt separately. If receipt contains multiple purchases, please circle expenses for which reimbursement is requested – Don't forget to include sales tax (10%) where applicable.

**ALL receipts must be attached for full reimbursement!**

List Receipts:	\$ Amount
<b>Total Refund</b>	<b>\$</b>

What was the purpose of the Item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<b><u>PTA Treasurer Use Only</u></b>	
Budget or Line Item Charged _____	Date Check Issued: _____
Notes: _____	Check # _____