Juanita Elementary School PTA

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Website: juanitaelpta.com Email: treasurer@juanitaelpta.com

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: ____/_____/_____

Who should the check be made out to?_____

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 where applicable.
ALL receipts must be attached for full reimbursement!

List Receipts:	**$ Amount**
Total Refund	$

What was the purpose of the Item? _____

_____

Approved By: _____

PTA Treasurer Use Only

Budget or Line Item Carged_____ Date Check Issued: _____ Check # _____
Notes:_____

Revised Oct 2023