

Attach Receipt
Here



Expense Reimbursement

Sunny Hills Elementary PTA

INSTRUCTIONS: Please complete all un-shaded portions of form. Attach original invoices, receipts, or billing statements. Remember to include sales tax on reimbursable items. Form must be signed by the requesting staff person, teacher, the appropriate PTA Committee Chair, AND a member of the PTA Board. Place completed form and supporting documents in the PTA Treasurer's folder in the PTA room. If you need assistance, or have questions, please contact the [PTA Treasurers](#).

Detail of Expense

Budget Category: _____
Name of Payee: _____
Phone Number: _____ Total amount: _____
Items or programs to be reimbursed: _____

Method of Payment

- Pay attached bill
- Reimburse me (check left at school in your mailbox. This option is available for staff only)
- Reimburse me (check mailed to my home. PTA will pick up the cost to do this for you)

Please provide mailing address here: _____

Special Instructions

Committee Chair or Sunny Hills Staff Signature

Printed Name: _____ Phone Number: _____

Signature _____ Date _____

Board of Director Approval Signature

Printed Name: _____ Phone Number: _____

Signature _____ Date _____

PTA Treasurer's Use Only

Check Number: _____

Check Date: _____

Check Amount: _____