

Dorothy Fox PTA Reimbursement Form

- **Submit within 60 days:** Reimbursement requests should be submitted to the treasurer within 60 days of expenditure.
- **Summer purchases:** Purchases made during the summer will have 90 days from the first day of the school year to turn in reimbursement submission forms with receipts.
- **End of the year:** To help close out yearend accounting, please turn in any requests for reimbursement prior to the yearend due date determined by the treasurer.

Date: _____ Event/Committee: _____

Name: _____ Email: _____

Signature: _____

Two ways to submit:

1. **Paper Submission:** Please attach all receipts to this reimbursement form and return to the PTA office. Please note if you would like a copy of your receipts included with your check.
2. **Electronic Submission:** Please fill out and email this reimbursement form along with a picture of all receipts to dfepaypal@gmail.com.
*If you submit by email, you do not need to submit anything on paper.

Circle items on receipt that are being requested for reimbursement.

List Attached Receipts

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total:

For Treasurer Use Only

Payee: _____ Date: _____

Check Amount: _____ Check Number: _____

Account Breakdown/Notes: _____

