

Reeds Ferry PFA

**Reimbursement Request**Use when you need to be reimbursed by the PFA for an expense related to a PFA activity/event

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

Event/ Project/ Category \_\_\_\_\_

☐ Included in annual budget or ☐ Approved at meeting (date \_\_\_\_\_)***Receipt(s) totaling the amount of reimbursement must be attached***

Check Payable to \_\_\_\_\_

Amount \$ \_\_\_\_\_

☐ Mailed to meFull Address  
\_\_\_\_\_  
\_\_\_\_\_

For Treasurer's Use Only: Date Mailed \_\_\_\_\_

☐ Sent home with my child

Child's Name: \_\_\_\_\_ Teacher \_\_\_\_\_ Room # \_\_\_\_\_

☐ Put in my School Mailbox

Approved by (PFA Officer) \_\_\_\_\_ Date \_\_\_\_\_

Approved by (PFA Officer) \_\_\_\_\_ Date \_\_\_\_\_

**For Treasurer's Use Only**

Category \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_

