

Brooke Grove PTA Reimbursement Form

Note: In order to be reimbursed, you must have receipts attached to this form and the signature of the PTA Board of Directors member responsible for the budget category.

Place all requests in the Treasurer's box in the school work room. You will be contacted when your check is ready.

Date: _____

Amount Requested: _____

Description of Expense: _____

Budget Category: _____

Make Check Payable To: _____

Phone Number: _____

Address: _____

Signature: _____

PTA Board of Directors Authorization: _____

Comments: