

For PTA Use Only: Date Issued: _____

Check Number: _____

**REIMBURSEMENT CHECK REQUEST FORM
MONTGOMERY KNOLLS/PINE CREST PTA
SCHOOL YEAR 2009/10**

Please complete this form and attach all receipts and place it in the PTA box in either school office or send it to the PTA Treasurer:

Julie Stillwell
10108 Big Rock Rd.
Silver Spring, MD 20901

Please submit all receipts to the treasurer by June 30, 2010.

Amount Requested: _____

Check Payable to: _____

Mailing Address: _____

Items Purchased: _____

Purpose of purchase & PTA activity: _____

Please itemize and attach all receipts and bills

Person requesting check: _____

Signature: _____ Date: _____