



2019-2020 Reimbursement Form

Date of Request: _____ Requested by: _____

Phone Number: _____ Email: _____

Check Payable to: _____

Requestor please fill out the following part and attach receipt(s) as instructed. Thanks.

- Please include **Original** receipt(s), no photocopies please.
- Receipt(s) should be taped or staples to separate sheets of paper and submitted along with this form.
- PTA purchases should be highlighted if personal expenses are also included on the same receipt.
- Please place this form and receipts in the folder at the front office.
- You will be notified when your check is ready.
- For questions, please contact the Treasurer at bluehillspta treasurer@gmail.com

Administrative:		Ongoing Programs:	
Admin. & Meeting Expenses		Art & Clay	
Consumables and Misc.		Assembly Program	
Insurance		Bobcat Be's	
Online Software		Computer Club	
Tax Preparation		Library	
Xerox Charges		Running Club	
Contributions/Awards:		Educational Events	
Honorary Award		Technology	
Reflection Contest		Walk to School	
Fundraisers:		Service Programs:	
Fall Festival		Abilities Awareness	
Readathon		Community Service	
Fundraising in Spring: _____		Disaster Prep	
Spirit Wear		Hospitality and Appreciation	
Yearbook		New Family Welcome	
Special Projects:		Principal's Disc. Fund	
Kiln Repair/Replacement		Teacher's Disc. Fund	
Project Cornerstone		5th Grade Farewell	
Reading & Writing Training		Others:	
Field Track			
		TOTAL AMOUNT:	

Approval	President		Date	
	Secretary		Date	
Financial Record	Reimbursement No.		Combine Others?	
	Check Date & No.	____/____ No. _____	Check Total	