

# SHS PTA Check Request/Reimbursement Form

**Instructions:**

1. Complete this form.
2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form. Please ensure that you have not included sales tax. (Our tax-exempt status prohibits us from reimbursing for sales tax. Please use the PTA's tax-exempt number (CT PTA Group Exemption # 1319) when making purchases so that you are not charged tax.)
3. Mail this form and receipts to SHS PTA Treasurer: Lisa Leshner, 46 High Point Road, Westport, CT 06880, lisalesher@hotmail.com
4. Please make a copy of this completed form to include in your report. 5. Please submit within 21 days of completed event. For Graduation events, by June 25.

**Make check payable to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

SHS PTA Committee: \_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_

| Description of Expenses | Amount |
|-------------------------|--------|
|                         |        |
|                         |        |
|                         |        |
|                         |        |
|                         |        |
|                         |        |
| <b>TOTAL</b>            |        |

TOTAL \$ Treasurer's Record: Check # \_\_\_\_\_ Date \_\_\_\_\_ 2017-2018