2014-2015 TREASURER'S FORM FOR REIMBURSEMENT

Event:	Date:	
Event Chair:	Phone #:	
Request Submitted by:	E-mail address:	
ITEMIZED EXPENSE LIST		AMOUNT
TOTAL		
MAKE CHECK PAYABLE TO:		
NAME:		
ADDRESS:		
PHONE:		
 Please be sure this is an authorized expense. The PTA will reimburse for sales tax paid, only if a vendor does not accept the PTA Tax Exempt number (e.g. Costco). The PTA's tax-exempt number is (Forms are available in the PTA Treasurer's box in the school office.) Please write legibly. Keep a copy for your records and include a copy in your report given to VP Fundraising. Leave completed form, with receipts attached, in the Treasurers' Folder in the KHS Mail Room or mail to Dana Czuczka, 3 Possum Run, Westport, CT 06880. A check will be mailed to you. Call Dana Czuczka at 917-692-3563 or e-mail at danaczuczka@gmail.com 		
FOR TREASURER'S USE ONLY		

Check #_

Date Paid by Treasurer