

<u>Treasurer's Use</u>
Approved Amount: _____
Check #: _____
Date Paid: _____

COLEYTOWN ELEMENTARY SCHOOL PTA REIMBURSEMENT FORM

School Year 2022-2023

Complete the reimbursement form and attach receipts or invoices. Our tax-exempt status prohibits us from reimbursing sales tax. Please note that Sales Tax is NOT REIMBURSEABLE. Ensure that you have not included sales tax in the amount number included below. Please use PTA tax-exempt ID number when making purchases so that you are not charged tax. Please scan this form along with original receipt(s) in one file and email to Antonia at antonialandgraf@gmail.com and cc cestreasurers@gmail.com with the subject line "PTA Reimbursement-XXX Event/Program" (i.e. Spooktacular, 5th Grade Event, etc.)

You can also place the form in either the Treasurers' mail box in the school office or mail directly to Antonia Landgraf 28 Gault Park Drive. Retain a copy for your records. All expenses must be submitted by the last day of school.

REQUEST FOR REIMBURSEMENT OR PAYMENT

DATE: _____ NAME: _____

CHILD'S NAME/TEACHER: _____

PHONE AND EMAIL: _____

PLEASE INDICATE IF CES FACULTY/STAFF: _____

PTA EVENT or PROGRAM: _____

REASON FOR EXPENSE: _____

CHECK PAYABLE TO: _____

ADDRESS: _____

DESCRIPTION OF EXPENSES (List items individually)	AMOUNT (excluding tax)
TOTAL	

ORIGINAL RECEIPTS OR INVOICES MUST BE ATTACHED