



WVES PTA Expense Reimbursement Form

Please complete this form in its entirety when requesting reimbursement from the PTA for any expenses incurred on behalf of the PTA. **Attach all required receipts to the back of this form** and forward to the PTA Treasurer within **10 days** of the purchase or event date. If you used a credit card, the PTA is not responsible for interest charges incurred due to the reimbursement request not being submitted in a timely manner.

Committee bills exceeding the budgeted amount by \$25.00 or more must have approval from the Executive Board and cannot be paid until the association votes to approve the overage. **No reimbursement will be made without receipts.**

Name:

Phone #:

Address:

City:

Zip Code:

Total amount of expense for reimbursement:

Event or committee being reimbursed:

Comments or special instructions:

Signature:

Date:

Please attach receipts or copies of receipts to this sheet and submit to the PTA Treasurer.



WEST VINCENT PTA
every child. one voice.