

BRUSHY CREEK ELEMENTARY PTA

PTA Reimbursement / Payment Request

Refer to the back of this form for the reimbursement/payment instructions.

Pay To: _____

Amount: _____

Expense Category: _____
(e.g., Hospitality, Classroom Funds, Grade Level Instructional Needs, etc.)

Explanation of Payment (receipt must be attached for reimbursement):

Submitted By: _____

Date: _____ **Phone Number:** _____

Committee: _____

Treasurer's Use Only

Check Number: _____

Date: _____

Amount: \$ _____