

# CPM PTA Expense Reimbursement Form 2020-2021

Fill out the form (keep a copy for your records) and return to PTA Treasurer - Erica Eliashevsky (917) 721-2981

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

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

**Phone #:** \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Please list (or attach spreadsheet) of individual expenses below:

**NOTE:** *Original receipts must be attached to receive reimbursement*

| Date of Expense: | Amount: | Explanation: |
|------------------|---------|--------------|
|                  |         |              |
|                  |         |              |
|                  |         |              |
|                  |         |              |
|                  |         |              |
|                  |         |              |
|                  |         |              |
|                  |         |              |
| TOTAL            |         |              |

**Make Check Payable to:** \_\_\_\_\_

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

\_\_\_\_\_

\*Request for expenditure/ reimbursement must be submitted to the PTA Treasurer within two weeks after the event. After two weeks, the expenditure will be considered a donation to the PTA and a receipt will be issued.

\_\_\_\_\_  
Treasurer Approval

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
President/ Vice President Approval:

\_\_\_\_\_  
Date approved

For Treasurer's Documentation

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

PTA Check#: \_\_\_\_\_

Budget Line: \_\_\_\_\_