



PTSA

everychild.one voice.

Anderson Middle School PTSA
REIMBURSEMENT & CHECK REQUEST

Please complete this form in full.

Receipts, invoices, or contracts **must** be attached to receive reimbursement.

Submit the completed form and all supporting documents to the Treasurer, or simply drop them off at the school office. Be sure to keep a copy of the form and all attachments for your records. Thank You!

Name:

Date:

PTSA Event:

Description of Expense:

Expense Amount:

Make Check Payable to:

(if reimbursement, use your name; if payment, please list name of vendor)

Mail Check/Deliver to:

FOR TREASURER'S USE ONLY

Approved by:

Date:

Check #

Amount: