

## **EMS PTSA Reimbursement Procedures**

### **2022-23 School Year**

- (1) Complete the reimbursement form.
- (2) Have your Committee Chairperson or VP/President sign your reimbursement form.
- (3) Attach your receipts or invoices to the completed reimbursement form and leave it in the PTSA mailbox in the office. If you are unable to do so, please submit them electronically to [treasurer@evergreenptsa.org](mailto:treasurer@evergreenptsa.org).
- (4) Please allow up to 2 weeks to receive your reimbursement check.
- (5) If this is a refund, money will be refunded in the same manner it was paid. However, cash payments will be refunded via check.



# Evergreen Middle School PTSA

## Reimbursement/Payment Request

Please attach original receipts or invoices to this form. This will enable the treasurer to keep accurate records of amounts spent in each budget category.

Date:	
Committee/Office:	
Name:	
Phone:	
Email:	
Amount:	
Make Check Payable to:	
I prefer to receive the check:	<input type="checkbox"/> Leave check in my staff mailbox <input type="checkbox"/> Mail check to the following address: _____ _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> PayPal refund
Explanation of Expenditure:	
Budget Category:	

Signature of Person Submitting: \_\_\_\_\_

Signature of Committee Chairperson: \_\_\_\_\_

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### **For Treasurer Use Only**

Check Number: \_\_\_\_\_

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

Check Amount:	
Budget Category Charged:	
Treasurer Signature:	