

EMS PTSA Reimbursement Procedures Under COVID-19

20-21' School Year

(1) There are two ways to download the “EMS Reimbursement Form 2020”:

- a). evergreenptsa.org => resources => PTSA Forms
- b). evergreenptsa.sharepoint.com=>board documents => Treasurer

(2) Complete the reimbursement form. Treasurers can only send checks to you by post, so please select appropriate item to you, and fill in the address that you would prefer to receive the check from.

(3) If applicable, have your Committee Chairperson sign your reimbursement form.

(3) Send your receipts or invoices with the completed reimbursement form **digitally**, and related documents (if so) to treasurer@evergreenptsa.org.



Evergreen Middle School PTSA Reimbursement/Payment Request

Please attach 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"/> Mail check to business at the following address: _____ <input type="checkbox"/> Mail check to me at the following address: _____
Explanation of Expenditure:	
Budget Category:	

Signature of Person Submitting: _____

Signature of Committee Chairperson: _____

For Treasurer Use Only

Check Number: _____

Check Date: _____

Check Amount:	
Budget Category Charged:	
Treasurer Signature:	