



## Lincoln Avenue PTA Expense Report

### Instructions:

- Please use this form for all reimbursement and check requests.
- Complete ALL items on the form.
- Please attach ALL original documentation (receipts, bills, etc.)
- Committee Chair must sign.
- Questions? J. Sara Dworkin jsarageorgi@yahoo.com or Lauren Fregonese lfregonese@gmail.com

### PAY TO:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Name/Class: \_\_\_\_\_

Committee Name/Budget Line: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

X \_\_\_\_\_

**Committee Chair Signature**

EXPENSE DATE	DESCRIPTION	AMOUNT
	Total	

Please note: **THE PTA IS A TAX-EXEMPT ORGANIZATION. SALES TAX WILL NOT BE REIMBURSED!**  
**PLEASE USE THE TAX-EXEMPT FORM BEFORE MAKING PURCHASES.**

RECEIPTS ATTACHED:      YES      NO      (must have receipts to be reimbursed)

CHAIR SIGNED:              YES      NO

### Treasurer's Use Only:

Date received: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_