



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 Joanna Shapiro joannashapiro1@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 ENCLOSED 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: _____