

Baldwin Park Elementary School PTA

EXPENSE REIMBURSEMENT FORM

DIRECTIONS:

1. Fill out form completely or you may not receive reimbursement. NOTE: The PTA is exempt from paying sales tax and will not reimburse taxes paid. Tax exempt forms are available for use.
2. If expenses are for a classroom party/supplies teacher must approve expenses by signing designated line below.
3. Staple ALL receipts to this form.
4. After completing form, place in the "Reimbursements" folder in the PTA box located in the mail room.
5. Checks are written monthly. Please allow up to 30 days to receive your check.
6. Checks will be returned through homeroom teachers or the address listed below (during extended breaks).

Date: _____

Check Payee/Payable to: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Homeroom Teacher: _____

Additional Comments or Explanations: _____

Project Description/Account (Please List Separately)

AMOUNT

TOTAL:	

Teacher Signature: _____