

Charles Barrett PTA
2018-2019 Reimbursement Request Form

What is Today's Date? _____

What is your name? _____

What is your mailing address? _____

What is your email address? _____

What is your phone number? _____

What do you want to be reimbursed for?

	Date of Expense	Where was the money spent?	How much was spent?	Which Committee spent the money?	Why was the money spent?
1					
2					
3					
4					
5					

How would you like your reimbursement delivered?

- ☐ PayPal (preferred, please add PayPal email address below)
- ☐ Paper check delivered to a Charles Barrett staff mailbox
- ☐ Paper check delivered via USPS to mailing address listed above

What is your PayPal email address? (if applicable)

What is the reimbursement total? _____

Anything else you'd like me to know? _____

Please don't forget to attach the receipt(s).

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NEW for 2018-2019! Reimbursement Requests may be made online. Please visit cbpta.org for the online reimbursement form.

Please submit reimbursement request as soon as possible after incurring expense.

Every effort will be made to process reimbursements as soon as possible with a maximum turnaround time of 10 days from the date of submission.

Reimbursement requests for the 20182019 school year must be made prior to June 30, 2019.

Please include an original receipt or legible scanned copy of it.

If you have any questions, please contact Carrie Lewis, PTA Treasurer, at 443-794-6858 or email cbptatreasurer@gmail.com.

For Office Use Only:

Approval Signature #1: _____

Approval Signature #2: _____

Date Paid: _____

Payment Amount: _____

Check # or PayPal: _____

Date Check Mailed: _____