

# Reimbursement / Vendor Check Request

PTA of PS 372

Instructions: Please fill out the form below for all expense reimbursement requests. Provide the address to which you would like the reimbursement check to be mailed. Indicate the expense type (e.g., utilization of mini-grant, budgeted item, request for consideration). Attach any receipts to the request form (staple or tape) and use additional pages if necessary (do not staple small receipts to form, staple or tape to 8 1/2 x 11 sheet of paper). This form can also be used to submit a proposal to the PTA for an expense not yet incurred, but for which you would like funding.

**REQUESTOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXPENSE CATEGORY:** \_\_\_\_\_ **Class:** \_\_\_\_\_  
(Mini-Grant/Event/Specialist/Clubs/Admin/etc)

**Check Made Out To:** \_\_\_\_\_  
(If Diff. from Requestor)  
**Address:** \_\_\_\_\_  
(If To Be Mailed)  
\_\_\_\_\_

**EXPENSES:**

<i>Store</i>	<i>Description of Items</i>	<i>Amount</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total \$:**

**Signature:** \_\_\_\_\_

The Parent Teacher Association of PS372K, Inc. is a registered non-profit organization 501 (c)(3) and is exempt from state sales tax. Please ensure that we are not being charged sales tax for items/services that you are procuring on behalf of our organization. Proof of tax exemption will be provided upon request.