



Discovery PTSA 2.6.9 Expense Reimbursement Form 2023-2024 School Year

Instructions

- Complete form and attach original invoices, receipts or billing statements.
- Remit form to the PTSA mailbox cubby located in the back office. Look for the folder marked "Reimbursements".
- For reimbursements with multiple receipts and/or multiple "explanations of expense," use the included "Detailed Summary Form."
- Forms **MUST** be submitted within 30 days of purchase.
- Reimbursement for gift cards are not allowed.
- Checks can take up to two weeks to process.
- The deadline to submit reimbursements for the school year is May 31, 2024.
- Questions? Contact Erin Daniels, PTSA Treasurer, erin1980@hotmail.com

Requestor's Name _____ Date _____

Committee/Event _____

Payable to _____

Mailing Address _____

Phone _____ Email _____

Amount Requested \$ _____

Explanation of Expense _____

X _____ Date _____

Signature of Requestor [] **check box if you are a Discovery staff member**

X _____ Date _____

***Authorized Signer** (An authorized signer is a PTSA committee chair/board member **OR** the principal or principal's secretary for staff members.)

*****TREASURER USE ONLY*****

Date Received _____ Date Paid _____

Check # _____ Check Amount \$ _____

Budget Category _____

