

Cory PTA
Expense Reimbursement Form

**Must be approved by PTA President before delivery to PTA Treasurer for payment.*

Instructions for using this form:

- 1) Any person who has already spent money on behalf of the Cory PTA should complete this form.
- 2) The form should be signed by the requestor, approved by the PTA President, and put with the proper documentation into the PTA Treasurer bin in the Cory office for processing.
- 3) Checks are processed weekly and will be mailed to the address provided.
- 4) Any questions, please email the Cory PTA Treasurer at coryelementarypta@yahoo.com.

Date: _____

Documentation/Receipts Must Be Attached:

Check To Be Paid To: _____

Address: _____

Phone #: _____

Purpose of Payment (Include Program/Event):

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
	Total Requested	\$ _____

Requested By: _____ Title: _____

Approved By: _____ PTA President

Date: _____

Treasurer Use Only:

Check #: _____ Check Date: _____ Amount Paid: _____ Category: _____