

**PAMKA**  
**2021 - 2022 EXPENSE FORM**

Committee: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Expense Description: \_\_\_\_\_

Amount: (without tax): \_\_\_\_\_

\_\_\_ No reimbursement requested: the expenditure is a donation to PAMKA.

\_\_\_ Please reimburse me.

\_\_\_ Please pay vendor directly.

Note: PAMKA's tax exempt number is 237-365-263

PAMKA does not reimburse sales tax

**\*\*\*Please attach receipts for all expenses\*\*\***

**\*\*\*Please have this expense approved by committee chair/VP\*\*\***

Committee incurring this expense: \_\_\_\_\_

Signature of committee chair/VP: \_\_\_\_\_

Please make check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Submit Approved Expense Reimbursement Form and receipts to:

Priya Ballem – PAMKA Treasurer

70 Roosevelt Blvd

North Caldwell, NJ 07006

917-613-8113

priyazk@hotmail.com

**Note:**

1. Submission of reimbursement forms **by regular mail or email** is strongly preferred. If you choose to submit a form in the folder at the Middle School office, please let Treasurer know so that it can be picked up. Otherwise, all forms will be expected by mail or email.
2. Reimbursement forms are due within 60 days of the event for which expenses were incurred.
3. End of school year expenses are due no later than June 15. Expenses received after 60 days are considered donations. Please attach receipts. Incomplete forms will delay processing.

For Treasurer's Use:

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Account: \_\_\_\_\_