



SES PTA - Expense Reimbursement Form

Please fill out the form completely and submit all receipts. You may email the form and receipt(s) to PTA Co-Treasurer Milan McGorty at Milan.McGorty@gmail.com. Please keep a copy for your records.

SES PTA is a tax-exempt organization, and therefore you are not required to pay sales tax on goods reimbursable through the SES PTA. Please contact the SES co-presidents for tax exemption information at ses_pta@westportps.org.

Date of Request	_____
AMOUNT DUE:	_____
Phone	_____
Email	_____
Checks payable to (NAME):	_____
Address	_____
City/State/Zip	_____

Signature _____

Approval¹ _____

¹if amount requested exceeds original budget needing Exec Board approval





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Purpose for which check is drawn
(Event/Activity or Classroom):

Itemized Receipt(s)

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only

Check Number _____ Amount _____ Date _____

Budget Category _____

