

Deephaven Elementary PTA EXPENSE REIMBURSEMENT FORM

Please fill out this form for your expense reimbursement within 30 days of the event. Attach a scanned copy of the original receipts (no low resolution jpegs or screenshots). Please exclude sales tax whenever possible. You can find our tax exempt form on our website. [LINK](#) Expense reimbursements are typically processed each week. You will receive a check from Huntington Bank about 2 weeks after the reimbursement is processed. Please note the bank check is smaller than typical, about the size of a postcard, and similar to a rebate check.

- ☐ Zelle option: Check this box if you prefer to receive quicker reimbursement electronically via your established Zelle account, identified with your phone number provided below. In the event we are unable to successfully send payment electronically, then we will automatically default to sending you a mailed check.

Required Information for Reimbursement

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Event or Committee: _____

Description of Purchase: _____

Amount to be reimbursed (attach receipt): _____

- By Signing below, I do hereby attest that this information is true, accurate and complete to the best of my knowledge. I certify that the attached receipts are original.

Signature: _____ Date: _____

Room Parents: Email this completed form and receipts to ptliaison@deephavenpta.com and treasurer@deephavenpta.com

Committee chairs/ Fundraiser events: Email this completed form and receipts to president@deephavenpta.com and treasurer@deephavenpta.com