

Central Dauphin Middle School



PTA Expense/Reimbursement Form

Please complete this form when requesting reimbursement from the PTA for any expenses incurred on behalf of the PTA, or for staff member reimbursement.

Please send all receipts with this form and forward it to the PTA treasurer via email as soon as possible.

No reimbursement will be made without receipts.

Name _____ Phone _____

Address _____ Zip _____

Expense or Committee being reimbursed: _____

Total Amount of Expense for reimbursement: _____

Comments or special instructions: _____

For treasurer use only:

Check payable to: _____

Date received by Treasurer: _____

Date check issued: _____ Check Number: _____

Approved by: _____

****Please attach receipts or a copy of the receipts to this sheet and submit to the PTA treasurer. (cdmstreasurer@gmail.com) Please put in subject: CDMS PTA Reimbursement**