



J Michael Lunsford PTA Expense Reimbursement Request Form



Directions:

1. Complete the form below and attach supporting receipts. We cannot reimburse you without receipts.
2. Make and keep a copy of this form and your receipts for your records.
3. Submit this form and your receipts in an envelope addressed to the PTA Treasurer in the school front office.
Completed forms can also be mailed to: PTA Treasurer, J. Michael Lunsford Middle School, 26020 Ticonderoga Road, South Riding, VA 20152.
4. Reimbursement requests will be paid no later than 30 days following receipt of the necessary documentation.

Event/Purpose of expenditure:

Make check payable to: _____

Contact Phone: _____

Email: _____

Mailing Address: _____

#	Description of Expenses	Amount
Total		\$

===== **FOR PTA OFFICE USE ONLY** =====

Check No: _____ Date Issued: _____ Amount _____