

LIBERTY ELEMENTARY SCHOOL PTA

EXPENSE REIMBURSEMENT FORM

Please note: You will receive reimbursement within two to four weeks after submitting this form.

Instructions:

1. Complete this form.
2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form. **Please note: Gift card purchases cannot be reimbursed by the PTA.**
3. If amount of reimbursements exceeds budgeted funds, please contact Lisa Geurin or William Perry before submitting form.
4. It's important to make copies of all receipts and this completed form for your records.
5. Form can be dropped off at the PTA mailbox in the Liberty Elementary School office or mailed directly to the school at:

Liberty Elementary School PTA
ATTN: Treasurer
25491 Riding Center Drive
South Riding, VA 20152

Smitha Tumuluri, Treasurer
treasurer@liberty-pta.com

THANK YOU!

Date: _____

Make check payable to: _____

Address: _____

Phone: _____

Email: _____

Event/Purpose of expenditure:

Description of Expenses	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total	

Treasurer's Record: Check# _____ Date _____