

Please attach receipts
here on right side of form
Or email to mmeptatreasurer2@gmail.com



PTA Reimbursement Request

Please submit this form along with receipt(s) or invoice(s). Please allow two weeks for your check to be issued. You will be contacted by email or text when the check is ready. All PTA requests for reimbursement for the school year must be submitted by May 31st, 2025.

Date Submitted:

Name:

Phone Number or Email
Address:

Make Check Payable To:

Date	Reason for Expense	Amount

Total Expenses:	
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Authorization: (PTA President or Event Chair)

Questions? Email PTA Treasurer Claire Tauzer mmeptatreasurer2@gmail.com

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Date Rec'd:	Check Number:	Date Issued:
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