

**SUNRISE ELEMENTARY PTA**  
**REQUEST FOR REIMBURSEMENT**

Please attach all receipts for this expenditure. If this is a bill that needs to be paid, please provide the invoice with this form.

**PERSONAL INFORMATION**

Date:	
Submitted by:	
Phone:	
Check payable to:	
Mail check to:	
Date needed:	

**ACCOUNT INFORMATION**

Project/Budget Category:	
Vendor:	
Amount:	
Purpose of Expenditure:	
Approval by PTA Officer:	

**TREASURER'S VALIDATION**

Date:	
Check #:	
Budget Category	