



Pleasant Ridge Elementary PTA Reimbursement Form

Check Payable To:	Date:	Total Amount Requested:

Email Address:	Phone Number (including area code):

How do you want to receive your check? Please check one box and fill in the info below it if needed.	<input type="checkbox"/> Send home with my child	<input type="checkbox"/> Mail to my home	<input type="checkbox"/> I'll pick up in the PR office
	Child's Teacher:	Address (if you want check mailed)	

Store/Company	Description of Purchase(s)	Event/Activities Expenses are related to:	Amount
<i>Please attach all receipts related to this purchase</i>			

For Treasurer Use Only

Account:	Date:	Check #	Amount:
----------	-------	---------	---------