



**ORRINGTON PTA
EXPENSE REIMBURSEMENT FORM 2020-21**

Amount Requested: \$

Date Requested:

Check Payable to:

Address:

Requested by (*print name*):

Email or phone #:

EXPENSE BREAKDOWN

Program/Committee/Event	Description of Expense	Amount
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CHECK REQUEST PROCESS:

1. Original invoice(s)/receipt(s) must be attached to this form. Retain copies for your files.
2. Find blank copies of this form on the website under "Quick Links."
3. Sales tax is NOT reimbursed. Please make sure to use the tax-exempt letter for all Orrington PTA related purchases (letter also found in "Quick Links").
4. Submit completed request to PTA mailbox or info@orringtonpta.org **within 30 days of the expense.**
5. Once your request is approved, a check will be cut, signed and mailed to the address you specify above.

Questions? Please contact PTA presidents Sarah Darnton and Molly Fouts at info@orringtonpta.org.