



West Millbrook Magnet Middle School PTA Reimbursement & Check Request Form

Complete this form entirely to request a reimbursement for expenditures already incurred or to request a check be sent to a third-party vendor. Invoices or receipts must accompany this form in order for the request to be authorized.

The maximum reimbursement for curriculum assistance funds is \$125 (1st year teacher with student roster maximum is \$225) and reimbursement request must be submitted to PTA by November 30. Please allow one week for processing of check requests.

Any questions, contact us at westmillbrookpta@gmail.com

Person Requesting Check: _____

Today's Date: _____

Purpose of Expense (be specific): _____

Check payable to: _____

Amount of check: _____

Mail check (include address): _____

Pick up check (circle one): Staff Mailbox or PTA box

INVOICES and/or RECEIPTS MUST BE ATTACHED

PTA Use Only

PTA Officer Signature _____ Date _____

PTA Treasurer Signature _____ Date _____

Check Number _____ Date Paid _____ Budget Category _____