



**ARMSTRONG ELEMENTARY SCHOOL PTA
REIMBURSEMENT/PAYMENT REQUEST 2021-2022**

Today's Date: _____

- All receipts and/or invoices must accompany this form and must include a signature below. A check will be issued within 2 weeks of this form and appropriate backup documents being submitted to the PTA Treasurer.
- Make a copy for yourself and retain as a record.
- Submit completed forms to the PTA Treasurer Mailbox in the school office or email them directly to PTA Treasurer.
- Reimbursement requests **MUST** be turned in within 2 WEEKS of incurring expense(s) to be eligible for reimbursement.
- For expenses over \$500.00, when possible, please coordinate with PTA Treasurer ahead of time and have the PTA write a check to the vendor directly.
- Be sure to use Armstrong's Tax ID # ID 1-75-0886455-4 for all purchases. As a non-profit, the PTA **CANNOT** reimburse for sales tax nor any alcoholic beverages.

Your Name: _____

Your Phone: _____

Your Email: _____

PTA Position or Committee: _____

Total Amount of Expense(s): _____

Budget line-item category: _____

Make Check Payable To: _____

Mail check to this address: _____

Description of Expense(s): _____

Authorized Payment Signature: _____

***NOTE:** All Carnival, Auction and Room Parent expenses **MUST** be approved by the appropriate committee chair.

Contact 2021-2022 PTA Treasurer Maria Von Horvath with reimbursement questions at 469-426-9319 or maria.vonhorvath@gmail.com.