



Discovery PTSA 2.6.9
Expense Reimbursement Form
2023-2024 School Year

Instructions

- Complete form and attach original invoices, receipts, or billing statements.
- For reimbursements with multiple receipts, use the Detailed Summary Form on the second page.
- Submit completed forms to the PTSA mailbox and place in the folder marked Reimbursements.
- Forms should be submitted within 30 days of purchase.
- Reimbursement for gift cards is not allowed without prior PTSA approval.
- Checks may take up to two weeks to process.
- The deadline to submit reimbursements for the school year is May 31, 2024.
- Questions? Contact Erin Daniels, PTSA Treasurer, erin1980@hotmail.com

Requestor's Name: _____ **Date:** _____

Committee/Event: _____

Payable to: _____

Return reimbursement check to your Discovery Staff mailbox.

Mail check to me. Mailing Address: _____

Email: _____

Amount Requested: \$ _____

Explanation of Expense: _____

X _____ **Date:** _____

Signature of Requestor [] Check box if you are a Discovery staff member

X _____ **Date:** _____

***Authorized Signer** (An authorized signer is a PTSA committee chair/board member **OR** the principal or principal's secretary for staff members.)

*****TREASURER USE ONLY*****

Date Received: _____ Date Paid: _____

Check #: _____ Check Amount: \$ _____

Budget Category: _____



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Expense Reimbursement Form
Detailed Summary Form

Receipt Date	Item	Explanation of Expense	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$