



Discovery PTSA 2.6.9  
Expense Reimbursement Form  
2022-2023 School Year

**Instructions**

- Complete form and attach original invoices, receipts or billing statements.
- Remit form to the PTSA mailbox cubby located in the back office. Look for the folder marked "Reimbursements".
- For reimbursements with multiple receipts and/or multiple "explanations of expense," use the included "Detailed Summary Form."
- Forms **MUST** be submitted within 30 days of purchase.
- Reimbursement for gift cards are not allowed.
- Checks can take up to two (2) weeks to process.
- The deadline to submit reimbursements for the school year is June 1, 2023.
- Questions? Contact Erin Daniels, PTSA Treasurer, erin1980@hotmail.com

Requestor's Name \_\_\_\_\_ Date \_\_\_\_\_

Committee/Event \_\_\_\_\_

Payable to \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Detailed Summary Form