



**Prospect Mill Elementary School PTA,
Inc. 2024-2025
Reimbursement/Check Request Form**

Make check payable to _____ Amount \$_____.

Budget Category:
(check one)

- Bingo
- Classroom Support Fund
- Per-Student/Field Trip:
Grade _____ # of Students _____
- Holiday Shoppe
- Hospitality
- Panda FUNd Run
- PTA:
- Patriot Program: Grade _____
- Cultural Arts Assemblies
- Spiritwear
- Paws for a Cause
- Staff Appreciation
- Yearbook
- Other: _____

Submitted by (signature)	
Date Submitted	
Approved by: (president or treasurer)	
Paid by	
Check #	
Date Paid	

Purpose:

**Itemize expenses and attach original receipts. Submit to Lisa Rice, Treasurer.
Loose receipts without a reimbursement request form cannot be accepted and will be returned.**

Be sure to provide a copy of this form & any attached receipts to your committee chair, if applicable.