

St Columbkille PTU

Reimbursement Request

Updated 2019

Please complete the form in its entirety, including signature of the Committee Chair Person. Without receipts or Chair Person signature, reimbursement is not guaranteed and will need to be voted on by the PTU Board.

Itemized receipts must be taped to plain paper and then attached to the Reimbursement Request.

Requestor Name (Printed)

Requestor Signature

Date

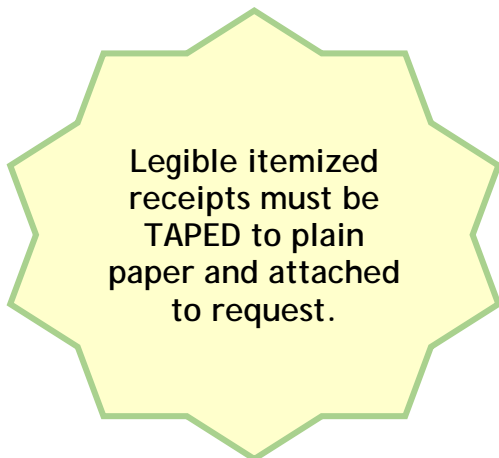
PTU Committee

Committee Chair Person Signature

Date

Item #	Vendor	Date of Receipt	Items Purchased	Amount
1				
2				
3				
4				
5				

Total Amount Requested



Child's name & class or address to send payment

City & Zipcode if payment is being mailed

For PTU Use Only

Check #: _____

Reimbursement Date: _____

Reimbursed By: _____