



PTG Event Reimbursement Form

Please copy and attach all receipts to this form and submit to the PTG treasurer or place in the PTG mailbox. All forms should be submitted within one week from the date of the event. Checks will be issued by mail within one week of receiving your request. Please feel free to contact the treasurer at ptg_treasurer@saintkilian.org with any questions or concerns.

Reimbursement Payable to: _____

Mailing Address: _____

Email: _____

Name of Event and Classroom (if applicable): _____

Committee Chair or HRC responsible: _____

Date of Event: _____ Approved Budget: _____

Description of Expenses (ex. supplies and store name)	Date of Purchase	Amount

Total: \$ _____

Signature of Person Submitting: _____

For PTG Use:

Date Submitted:	Amount Approved:	PTG Treasurer Signature	Check # and issues date