

Attach Receipt(s) Here

PTA of MS54

PAYMENT OR REIMBURSEMENT FORM

DATE: _____

PAY TO THE ORDER OF: _____

COMMITTEE/EVENT: _____

DESCRIPTION OF ITEMS: _____

AMOUNT \$ _____

For Auction Expenses only:

AUCTION CHAIR APPROVAL: _____

For Treasurer use: CHECK NO: _____ DATE: _____
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1. Please fill out this form completely.
2. Receipts, invoices, or contracts must be attached to this form.
3. Give this form with attached documentation to PTA Treasurer or to Anne Pejovich, MS54 Parent Coordinator.