

Thomas Jefferson Middle School Parent Teacher Association (PTA)

2018-19 Reimbursement Request Form

Make check payable to: _____

Address: _____

Date of Request: _____

Person Requesting: _____

Phone: _____

Email: _____

Payment total (\$): _____

Description of Expenses: _____

Signature: _____

Please attach invoice or receipts to this form. You may drop it in the PTA box in the school office, deliver it to the Treasurer or send the form and attachments to the Treasurer by email. Contact information is below.

Remember, the PTA is exempt from sales tax! Contact the PTA Treasurer if you anticipate a large purchase and she can arrange to pay the vendor directly.

**** FOR TREASURER USE ONLY ****

Approval of the PTA President is required before the Treasurer will issue a payment.

Signature of Thomas Jefferson Middle School PTA President

Questions? Please contact the TJ PTA Treasurer:
Maggie Hershey, 115 N. Highland Street, Arlington, VA 22201
703-405-9960, mhershey28@gmail.com