



TJMS Parent Teacher Association (PTA) Reimbursement Request Form

Make check payable to: _____

Address: _____

Date of Request: _____

Person Requesting: _____

Phone: _____

Email: _____

Payment total (\$): _____

Description of Expenses: _____

Signature: _____

Deliver this completed reimbursement request form and all invoices, receipts and other supporting documentation to the PTA in one of the following ways:

- Email all documents as attachments to the PTA Treasurer.
- Arrange to mail or drop off hardcopy documents to the Treasurer's house.
- Drop off all documents in an envelope addressed to "PTA Treasurer" in the PTA mailbox located at the TJMS Main Office. (Note: To ensure your reimbursement is processed promptly, please let the Treasurer know when the envelope has been delivered to the PTA mailbox; otherwise, it might not be picked up immediately.)

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