

Reimbursement Request Form

Complete the form below and attach receipt in order to receive reimbursement for your PTA approved purchase.

Teachers and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you will be required to come back and discuss what you learned and train parents and other staff members, when appropriate, no later than the 2nd PTA meeting after your attendance is completed.

Submit a hard copy of this form to the PTA Board and/or school office or via email to lincoln202pta@gmail.com.

Date of Request _____

Name _____

Address _____

Reimbursement Amount _____

Reason for your Request/PTA Event:

--