



Reimbursement Request Form

Submitted By: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

PTA Program (see below)	Description (include room # if applicable)	Vendor or store	Amount
SUBTOTAL			
Less amount you wish to underwrite* (optional)			
TOTAL AMOUNT REQUESTED			

- Please attach all receipts to this form. **Place the completed form in the PTA Treasurer's file folder in the school office.** A check will be mailed to the address indicated above.
- Please submit this form no later than 60 days from the date of the event. Regardless of event date, all receipts must be submitted no later than June 15th or the PTA may be unable to reimburse the expense.
- Your underwriting contribution is tax-deductible. Las Lomas PTA Tax ID # 94-6172072

Please indicate PTA Program (above) from this list:

- | | | | |
|---|---|---|--|
| Adopt-A-Book
Apple for the Classroom
Art Exhibition
Art Notecards
Assemblies
Bilingual Buddies
Book Fair
Boxtops 4 Education
Bulletin Boards
Classroom Parties | Directory
Family Picnic
Food for Thought
Fun Fridays
Green Team
Health Services
Holiday Workshop
Hospitality
Hot Food
Junior Great Books | Kindergarten Round-Up
LL Appreciation Week
Lion's Roar Newsletter
Membership
Memory Book
Pancake Breakfast
Parent Education
Picture Day
PTA Meetings & Misc.
Read-A-Thon | Science Wonders
Spirit Wear
Third Grade Field Day
Young Authors |
|---|---|---|--|