

# Elsmere Elementary PTA Check/Reimbursement Request Form

**Name:**

**Child's Name/Teacher:**

**Committee/Event:**

**Date of the Event:**

**Date Requested:**

**Check Payable to:**

**Amount Requested/Items Purchased:**

**Total Amount \$ \_\_\_\_\_**

**Please attach all receipts and invoices. Thank you.**

Completed forms can be sent to PTA Treasurer, *Annamarie Coleman, c/o Maia Coleman, Mrs. Fredette's class*, or via email ([coleman1@nycap.rr.com](mailto:coleman1@nycap.rr.com)), or can be left in the "PTA Treasurer" envelope in school office.

The check will be sent home via the child/teacher noted above unless other arrangements are made.

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**PTA Approved: \_\_\_\_\_ Date: \_\_\_\_\_**

**Check Number: \_\_\_\_\_ Date Mailed: \_\_\_\_\_**