



**Prospect Mill Elementary School PTA,
Inc. 2025-2026
Reimbursement/Check Request Form**

Make check payable to _____ Amount \$_____._____

Budget Category:
(check one)

<input type="checkbox"/>	Field Trip: Grade _____ # of Students _____
<input type="checkbox"/>	Staff Appreciation
<input type="checkbox"/>	Holiday Shoppe
<input type="checkbox"/>	Candy Grams
<input type="checkbox"/>	Adopt-A-Family
<input type="checkbox"/>	Panda FUNd Run
<input type="checkbox"/>	International Night
<input type="checkbox"/>	Spiritwear
<input type="checkbox"/>	Yearbook
<input type="checkbox"/>	Truck-or-Treat
<input type="checkbox"/>	Family Fun Events
<input type="checkbox"/>	School Beautification
<input type="checkbox"/>	Student Recognition
<input type="checkbox"/>	Other: _____

Submitted by (signature)	
Date Submitted	
Approved by: (president or treasurer)	
Paid by Check #	
Date Paid	

Purpose:

Itemize expenses and attach original receipts. Submit to Liz Dunn, Treasurer.

Loose receipts without a reimbursement request form cannot be accepted and will be returned.

Be sure to provide a copy of this form & any attached receipts to your committee chair, if applicable.