



**Prospect Mill Elementary School PTA,  
Inc. 2023-2024  
Reimbursement/Check Request Form**

Make check payable to \_\_\_\_\_ Amount \$\_\_\_\_\_.

**Budget Category:**  
(check one)

- Bingo
- Classroom Support Fund
- Per-Student/Field Trip:  
Grade \_\_\_\_\_ # of Students \_\_\_\_\_
- Holiday Shoppe
- Hospitality
- Panda FUNd Run
- PTA:
- Patriot Program: Grade \_\_\_\_\_
- Cultural Arts Assemblies
- Spiritwear
- Paws for a Cause
- Staff Appreciation
- Yearbook
- Other: \_\_\_\_\_

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

Purpose:

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**Itemize expenses and attach original receipts. Submit to Lisa Rice, 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.**