

**WESTBRIAR ELEMENTARY PTA  
2020 REIMBURSEMENT REQUEST FORM**

**Completion Directions**

1. Fill out all information below
2. Assemble all supporting receipts
3. Scan the form and receipt images as a PDF
4. Send the PDF as an email attachment to [westbriarptatreasurer@gmail.com](mailto:westbriarptatreasurer@gmail.com).

If you have questions, please contact the Westbriar PTA Treasurer at [westbriarptatreasurer@gmail.com](mailto:westbriarptatreasurer@gmail.com).

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Date Reimbursement Request is Submitted: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

In the amount of: \_\_\_\_\_

Mail check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event associated with the expense: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest this expense was incurred on behalf of Westbriar Elementary School PTA.

\_\_\_\_\_  
Signature

*Payment Information to be filled out by PTA Treasurer:*

Check Number \_\_\_\_\_ Date of Check \_\_\_\_\_ Budget Line Item \_\_\_\_\_