

Union Mill PTA

PROCEDURE FOR REIMBURSEMENT REQUEST

To receive reimbursement from the PTA, please have the committee chair or PTA president authorize the expense by signing the reimbursement form. Please complete the "Reimbursement Request Form" and attach your receipt(s) to the form. Please note the NO reimbursement will be given without receipts and a completed form. Requests for reimbursement must be turned within 45 days of the event's completion or no reimbursement will be given. All reimbursements related to the current school year must be submitted prior to June 30 of that school year, or reimbursement will not be made. Please either hand deliver or mail the information and include a self-addressed and stamped envelope to Adam Poling, Treasurer of UM PTA.

Adam's address is:

13205 Twin Lakes Dr.

Clifton, VA 20124