



Union Mill Elementary School PTA Expense Reimbursement Request Form

Select one:

_____ Please pay this invoice (attach 2 copies)

_____ Please reimburse me for the following expenses (attach original receipts)

Date:	Description:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:		_____

Charge to this budget category: _____

Make check payable to: _____

Delivery preference: _____ Drop off to UMES _____ Mail to my house

Mail check to this address: _____

(only if you selected mail check) _____

Procedure for Reimbursement Request:

To receive reimbursement from the PTA, please complete this request, describing the nature of the expense, and attach all receipts. No reimbursement can be given without receipts and a completed form. Requests for reimbursement must be turned in within 45 days of the event’s completion or no reimbursement will be given. All reimbursements related to the 2022-23 school year must be submitted prior to June 30, 2023. **Please email requests to Sam Jonsson, UMES PTA Treasurer, at treasurer@unionmillpta.org.** An email confirmation will be sent to acknowledge receipt of your request within 24 hours. Your reimbursement check will be ready within 30 days.

Treasurer Use Only:

Check Number: _____ **Date Paid:** _____