

AI duPont PTSA Committee Request for Reimbursement

Please attach all relevant receipts in an envelope and return to Kelly Piatt, PTSA Treasurer. This can be mailed to 8 Pickering Trail, Hockessin DE 19707, or placed in the PTSA box in the school office. Questions? Email kelly@thepiatts.net.

Date: _____

Check Payable to: _____

Mail to: _____

Phone # and/or Email: _____

Please list each receipt separately, with

description of expense: _____ Amount:

Total: \$ _____

Committee Chair Signature & Event:

*****Note** Receipts must be turned in within 30 days of incurring expenses, and no later than June 8, 2009. Receipts which are not clearly legible can not be reimbursed, so please ensure that all receipts are legible and all items accountable.***

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For Treasurer's Use Only:

Approved by: _____

Date Issued: _____

Check #: _____

Amount of Check: \$ _____

Budget Line Item: _____