

**Faculty / Staff Reimbursement Form for Expenditures**

Tanglewood Elementary School PTA  
School Year 2022 - 2023

Please attach all support documentation and email to [tanglewoodtreasurer@gmail.com](mailto:tanglewoodtreasurer@gmail.com)

Name of Requestor \_\_\_\_\_

Phone \_\_\_\_\_

Committee / Budget Category \_\_\_\_\_

Merchant \_\_\_\_\_

Name of Merchant / Requestor \_\_\_\_\_ Pay Requestor (receipts attached) Pay Merchant (invoice attached)

Circle one: \_\_\_\_\_

Reimbursement Method \_\_\_\_\_

Circle one: Check ACH

*Please provide address if check is to be mailed or email address for ACH.*

Address or Email \_\_\_\_\_

\_\_\_\_\_

List BUDGETED items(s) purchased

Items	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL (excluding sales tax) \$ \_\_\_\_\_

I have reviewed this disbursement request and approve this expenditure

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_