



Bowman PTA
Check Request/Reimbursement Form
School Year 2013/2014

Date: _____

Person Requesting: _____

Amount (**please attach receipts, contract, invoice**): _____

Make check payable to: _____

_____ Reimbursement

_____ Requisition

Project/Activity/Event: _____

Description of expense/funds use _____

Date needed (allow at least 7 days) _____

Phone Number: _____ Email: _____

_____ Mail to: _____

_____ Deliver to: _____

_____ Other: _____

Return to PTA Treasurer's mailbox in the office.

NOTE: The expense must be verified by the budget, the PTA meeting minutes or by the PTA presidents. Request for reimbursement of expenses must be received within 45 days of date expense incurred or by 06/30/14, whichever is earlier. Checks are valid for 6 months. Questions? Contact Betsy Wilkinson at 781-652-8897 or treasurer@bowmanpta.org.

