

**Reimbursement/Payment Instructions**

- Submit a separate form for each Event/Category.
- Attach **original** receipts or vendor invoice to this form.
- Event/Category expenses must be part of a board-approved budget line item.
- For “starter cash” the Event/Category is “Event – CASH BOX”. A check will be issued to the person responsible for stocking the box.
- All receipts must be submitted to the treasurer within 30 days of the event or the purchase date.

Date: \_\_\_\_\_ Date Required: \_\_\_\_\_

Requested By: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Pay to: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Event/Category: \_\_\_\_\_

Items or Services Purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check Delivery:**

Staff or PTSA Reimbursement Mailbox (Please specify): \_\_\_\_\_

By Mail (Full Address): \_\_\_\_\_

\_\_\_\_\_

**If you have any questions, please contact PTSA Treasurer**

[treasurer@bmdl-pts.org](mailto:treasurer@bmdl-pts.org)

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BMDL PTSA use only:

Approved by:

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

Category \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Mailed \_\_\_\_\_ Logged \_\_\_\_\_