

Anderson High School PTSA Reimbursement Form

1 Request Date:

2 Requestor Name:

Phone
Number:

3 Purpose of Expenditure:

4 Amount of Expenditure:

(receipts must be attached for
reimbursement)

5 **Issue Check to:**

6 Disburse check in the following way: (please circle)

a: Take check to next PTSA meeting

b: Call me (requestor) at _____ so I can stop by the Treasurer's home to pick up check

c: Mail check to:

7 Sign this form after it has been checked for accuracy

(Signature)

(date)

8 Submit this completed form **with receipts** to:

Mary Beck
Anderson PTSA Treasurer
7618 Rockpoint Dr.
Austin, TX 78731

Questions? Call Mary Beck at 502-1225 or email her at becks@austin.rr.com

For Treasurer's Use:

Check Number
Check Amount
Check Date
Budget Account
Posted

