

RBHS PTSA
Request for Reimbursement Form

Please use this form to request reimbursement for budgeted items purchased for RBHS PTSA activities.

Completed forms should be mailed or given to the treasurer. Please call ahead if you need to make special arrangements.

Your name: _____ Phone #: _____

Your mailing address: _____

Your email address: _____

Item(s) purchased:

Account which should be debited:

Amount of Reimbursement (deduct any personal expenses + tax first):

To whom the check should be written (if it is not you):

Committee chair signature if item exceeds \$50.00 total or has not been previously budgeted:

Approved: _____ Date: _____

Attach your receipt to this form and submit to:

Kellie Pemberton
4000 Weatherby Ln.
Columbia, MO 65201

Phone: 442-5077 / 356-5354
Email: kaleith.pemberton@siemens.com

For PTA use: Check Amount: _____ Check #: _____

Budget Category: _____ Date sent: _____