

# Harris Hill PTA

## Request for Reimbursement

**NOTE:** Please submit separate reimbursement requests for each individual event, i.e. teacher request, spooktacular, etc. One form with multiple receipts for the same event is acceptable.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(check payable to)

Email \_\_\_\_\_ (for any questions related to the request)

Teacher Request (\$100/year) Teacher(s)/Special Area \_\_\_\_\_  
 Other Request Event/Category \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ \* Please attach receipts w/ items & prices circled \*

1) Description of purchase and who it benefits

**2) Harris Hill PTA is sales tax exempt. A tax exempt form (ST-119.1) can be obtained on the PTA website -- [www.harrishill-pta.org](http://www.harrishill-pta.org) -- or in the PTA mailbox. Unfortunately, sales tax cannot be reimbursed if paid.**

Please indicate where to send reimbursement check: \*preferred

\* Through School: If not staff > c/o Student: \_\_\_\_\_ Teacher \_\_\_\_\_

US Mail to: address \_\_\_\_\_

For PTA Use: Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

*Tear-off for your records*

### Harris Hill PTA - Request for Reimbursement

Amount Requested \$ \_\_\_\_\_ Date Submitted \_\_\_\_\_ Date Payment Received \_\_\_\_\_

Hex/Special Area/Event \_\_\_\_\_  Teacher Request (\$100/year)  other

Description: