

**WINDSOR PTA
CHECK/REIMBURSEMENT REQUEST**

For Treasurer's Use Only	
CHECK#: _____	ACCOUNT#: _____
DATE PAID: _____	

AMOUNT \$ _____

COMMITTEE NAME / DESCRIPTION OF EXPENSE

PAYABLE TO: _____

ADDRESS: _____

DID YOU USE TAX EXEMPT #? YES NO N/A (circle one)

(Windsor PTA will not reimburse for taxes for PTA purchases unless vendor has denied the letter – like at Costco, Sam's Club, etc. Use the tax exempt letter when making purchases!)

REQUESTED BY: _____

(Committee Chairperson or similar approver MUST SIGN THIS LINE)

VERIFIED BY: _____

(Treasurer)

PLEASE ATTACH RECEIPTS HERE TO SUPPORT PURCHASE: