

# JUANITA HIGH SCHOOL PTSA REIMBURSEMENT FORM

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

Committee: \_\_\_\_\_

Items

Purchased: \_\_\_\_\_

\_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Receipt Attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Send Remittance To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Signature \_\_\_\_\_

## Treasurer's Use Only

Receipts attached: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Paid: \_\_\_\_\_

Check Register: Page: \_\_\_\_\_ Line \_\_\_\_\_ Check # \_\_\_\_\_

Ledger Entry: \_\_\_\_\_ Page \_\_\_\_\_ Line \_\_\_\_\_ Invoice # \_\_\_\_\_