

# AEHS PTSA Reimbursement Request

All expenditures must be approved for reimbursement. If you have any doubts/concerns, please contact the treasurer at [aehtreasurer@gmail.com](mailto:aehtreasurer@gmail.com) for a list of covered reimbursable expenses.

Person making request: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Amount requested: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Items purchased (attach all required receipts):

Purpose of purchases and state related PTSA activity:

Approval of chair or officer: print name, & sign

\_\_\_\_\_

Please keep a copy of all receipts and this form for your records. Please submit by dropping in the PTSA box at the school next to the mailroom or by mailing to the school: PTSA Treasurer, % AEHS, 11135 Newport Mill Rd., Kensington, MD 20898

-----TREASURER USE ONLY-----

Date received:

Check #:

Date sent: