

ROWAN PTA

Check Reimbursement Form

2021-2022

Name _____

Address _____

Child's Name _____ Room # _____ Date _____

Itemization of Expenses – Circle category to be charged. *Only ONE category per form.*

Administrative	Field Day	Reflections
Author's Day	Fourth Grade Farewell	Rowan Relations
Barnes & Noble Day	Fun Fore All Trick or Treat Trail	Senior Citizen Luncheon
Book Fair	Holiday Shop	Spirit Wear
Box Tops	Humanitarian	Square 1 Art
Caring Trees	Miscellaneous	STEM Fair
Carnival	Nurses/Secretaries Day	TAG
Classroom Supplies	Playground Material Replacements	Volunteer Appreciation
Custodial Gifts	Police Officer Recognition	Website
Educational Materials	PTA Dinner	Yearbook

Please write a detailed description of expense:

Total Check Reimbursement Requested \$ _____

*****Receipt(s) for expense(s) MUST accompany all Reimbursement Forms. All requested reimbursements must be turned in by the fiscal year-end 6/30/22*****

Please forward all reimbursement requests to:

Erika Costanzo, Treasurer
erikacostanzo1@gmail.com

This section to be completed by Treasurer:

_____ Budgeted Expense
 _____ Non-Budgeted Expense
 _____ Educational Fund Request
 _____ Invoice for Non-Budget Committee

Date Paid _____
 Check Number _____