

**\*\*\*RECEIPTS MUST BE TURNED IN WITHIN 30 DAYS FOR REIMBURSEMENT\*\*\***

For PTA Use Only: Check #: \_\_\_\_\_

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

**REIMBURSEMENT CHECK REQUEST FORM  
MONTGOMERY KNOLLS-PINE CREST PTA  
SCHOOL YEAR 2018-2019**

WITHIN **30 DAYS** OF EXPENSE, please complete this form, attach all receipts, and place it in the PTA box marked "PTA Treasurer" in either school office. Or, mail it to the PTA Treasurer:

Elise Lee  
10438 Brookmoor Drive  
Silver Spring, MD 20901

**Please submit all receipts WITHIN 30 DAYS to the treasurer, or by May 30, 2019 (whichever is sooner).**

Amount Requested: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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

Purpose of purchase & PTA Budget Line/Activity:

\_\_\_\_\_  
\_\_\_\_\_

Please itemize and attach all receipts and bills.

Person requesting check:

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