



Addams Elementary School

Please fill out this form completely. Receipts, invoices, or contracts must be attached in order to receive reimbursements. Return this form and documentation to Andy Haack, the PTA Treasurer. Those seeking "up front" funds must submit the receipts following the event.

Name:
Date:
Event:
Expense Amount:
Make Check Payable To:
Description:

FOR TREASURER USE ONLY

Approved By:
Date:
Check #:
Amount: