

**Somerset Elementary School PTA  
Expense Reimbursement and/or Check Request Form**

Form prepared by (Please print): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Expenses:**

Date	Description of Expenses	Amount
<b>Total</b>		

Cost Center (Budget Category/PTA Committee): \_\_\_\_\_

PTA President Approval (signature): \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address to be mailed: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**INSTRUCTIONS** *(Please read carefully to ensure timely processing)*

1. Include any sales tax where applicable.
2. Obtain signature of the PTA President before submission, unless this is a teacher classroom reimbursement from the annual stipend, in which case such signature is not required.
3. Prepare separate forms for expenses that are to be billed to different PTA Budgets/Committees.
4. Submit completed expense form(s) and receipt(s) by leaving in the PTA Treasurer box at the school or scanning and emailing (including receipts) to [treasurer@somersetpta.org](mailto:treasurer@somersetpta.org). You may also mail them to the PTA at P.O. Box 5827, Bethesda, MD 20824.
5. Unless otherwise requested, all expense checks will be mailed to the address provided above.

***Please allow at least 10 days for check processing. Forms that do not have an approval signature, are incomplete, or have been filled out incorrectly, will be returned unpaid regardless of amount of expense.***