

Robert Frost Middle School PTSA Reimbursement Form

9201 Scott Drive
Rockville, Maryland 20850

2013 National Blue Ribbon School



“Experience Excellence”

Check Request or Expense Reimbursement Form

Fill out the request form completely and submit it one of the following two ways:

- Scan the completed form with related receipts/invoices and email all to frostptamdtreas@gmail.com.
- Staple all related receipts/invoices to the form and drop into the PTSA mailbox in the main office.

Signatures of both the Treasurer and President are required on all checks and contracts, so please allow 2 weeks to process the request/reimbursement.

Date _____

Budget Category _____

Approver Name _____

Submitted by _____

Phone _____

Email _____

Send Check to (name) _____

Address _____

Itemize expenses below:	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only		
Check number:	Amount:	Treasurer’s Signature:
Budget Line Item:		