

**OLD BETHPAGE ELEMENTARY PTA
REQUEST FOR REIMBURSEMENT**

To: PTA TREASURER
Please leave in PTA Box or mail to:

Michele Betz
45 Clearwater Drive
Plainview, NY 11803
(516) 681-1439 / (516) 225-8651

CHECK PAYABLE TO: _____

ADDRESS: _____

PHONE: _____

CHILD'S NAME: _____

TEACHER'S NAME: _____

AMOUNT TO BE REIMBURSED: \$ _____

EXPLANATION OF EXPENSE: Please attach all receipts, back up

CHECK REQUESTED BY: _____

Approved By: _____

Michele Betz, Treasurer

FOR TREASURE'S USE				
AMOUNT OF CK	DATE	CHECK #	CAT.	