



CKMS PTA 1.3.35 EXPENSE FORM

Please **attach receipts** to this form and either give directly to Treasurer or place in envelope marked ATTN: PTA TREASURER in PTA mailbox in CKMS Office.

NOTE: Per taxation rules, only items that are being reimbursed should be on receipts. Other personal items should be on separate receipts.

Name:	
Date Submitted:	
Committee:	
Phone:	
Email:	
Check made payable to:	
Address (if you would like check mailed directly to you):	
Total Amount To be Reimbursed:	\$
What funds were used for if receipts are unclear:	

*****For Treasurer use only below line*****

Check made out to:		
Date:	Check #:	Amount: \$
Budget Category:		
Treasurer Signature:		