PTA Check No. _____

Mantua Elementary School PTA

Request for Reimbursement
For PTA Expenses

Receipts are required for ALL reimbursements. Please TAPE receipts to 8.5" x 11" paper (unless already that size) and attach to this form.
Remember that you cannot be reimbursed for taxes paid.

Date	Item	Amount

Total Requested _____

Requested by (Please print.): _____

Signature: _____ Date: _____

Paid by: _____ Date: _____

Deliver or mail to: PTA Treasurer, Mantua Elementary, 9107 Horner Ct, Fairfax, VA 22031