

Robinson Middle School
PTA Reimbursement Request

Personal Information		
<i>Make Check Payable To:</i>	<i>Date:</i>	
<i>Requested By:</i>	<i>Phone #:</i>	
<i>Mail To This Address:</i>	<i>Zip:</i>	
Budget Information		
<i>Applicable budget line item to be charged:</i>		
Goods/Services Purchased		
Description of Goods/Services Name:	Amount	
	TOTAL (w/o sales tax)	
For Treasurer's Use		
<i>Date Received:</i>	<i>Amount Paid:</i>	
<i>Date Paid:</i>	<i>Check Number:</i>	
<i>Account Number:</i>	<i>Approved By:</i>	

Remember:

- ✓ *No sales tax can be reimbursed.*
- ✓ *Attach invoice(s) or sales receipt(s).*
- ✓ *Checks will be placed in the PTA box unless otherwise requested.*