

Providence PTF Reimbursement Form

Please complete the following form for any PTF related expenses for reimbursable PTF Events. Expenses will be reimbursed up to each budget amount.

Name:	
Date of Request:	
Description of Event:	
Description of Items Purchased:	

Copies of appropriate receipts required for reimbursement. Please make an effort to annotate items on your receipt(s) that are unclear. Example: Receipt states “Misc. item \$7.29 but this amount was to purchase napkins. Write “napkins next to \$7.29”. Whenever possible please purchase PTF items separately from personal items. When this is not possible please be sure to highlight only those items for either donation or reimbursement.

Expenditures made may be reimbursed or donated to the school. Please complete the table below to identify if you would like to receive reimbursement or if you are making a donation or a combination of both. Any donations submitted on this form will be included in the donation statement sent at the end of the calendar year.

Total Amount Spent	\$
Amount Donated:	\$
Total Reimbursed:	\$

Please return this form to Jennifer Freeman, PTF Treasurer, for reimbursement. Submit this form through the PTF box located in the Teacher/Staff room. PTF will then forward the request to Cyndi Litalien for reimbursement. Please allow **one to two weeks** to complete. Please advise the PTF Treasurer and Cyndi Litalien if you are in need of a reimbursement sooner.

Copy to PTF Treasurer: _____ (initials)
Date: _____