

Canyon Rim PTA

Reimbursement Request

Questions? Email treasurer@canyonrimpta.org

Complete online!



1. Complete this form and submit it to the PTA Treasurer within 60 days of purchase or event. Reimbursement requests older than 60 days may not be processed.
2. Include all receipts. Reimbursement will NOT be issued without receipts.
3. Please leave this form in the PTA mailbox in the school office.

Submitted By: _____ Date: _____
Email: _____ Phone: _____

Please list all items purchased, amount paid, and the event or budget item.

Item Purchased	Amount	Event/Budget Item

Total Reimbursement Requested: \$ _____ Total Number of Receipts Attached: _____
Make Check Payable To: _____

Check Distribution

- ☐ Teacher's Mailbox Grade: _____ Name: _____
☐ Mail to Payee Address: _____
☐ Other (email treasurer@canyonrimpta.org or text Jen at 480-580-2570 to coordinate)

Received By: _____ Date Received: _____

Please return this form to the PTA mailbox after signing that the check was received

Treasurer Use Only

Check Date: _____ Check # _____ Amount: \$ _____

Signature: _____