



# LFP PTA Reimbursement Request Form

Please fill out this form electronically on your computer and save a copy for your records. When complete email the form with receipts to [treasurer@lfppta.org](mailto:treasurer@lfppta.org).

At this time, we're accepting electronic submission due to COVID-19; all checks will be delivered to the mailing address provided.

When we return to requiring physical copies of forms and receipts, notice will be posted on our website.

Make check payable to:

Total dollar amount:

Event or Program:

Items Purchased:

Mailing address:

Email address:

Phone Number:

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## For PTA Treasurer's Use Only

|                   |  |               |  |
|-------------------|--|---------------|--|
| Date received:    |  | Date paid:    |  |
| Budget Line Item: |  | Check Number: |  |