

**RIDGE ROAD SCHOOL PTA
REQUEST FOR REIMBURSEMENT**

(Please attach all receipts and submit completed Form to PTA Treasurer)

Full Name: _____

Address: _____

City, State, Zip _____

Phone & Email: _____

Expense Description: _____

Total amount of all attached receipts: _____

Child's room number/teacher: _____

Comments (optional):

(Please contact Keron Incarnato with any questions at keronf@yahoo.com)

IMPORTANT NOTES:

- Form must be complete and include all required information.
- All receipts must be submitted with form.
- Incomplete forms or submissions with missing receipts will be returned to submitter.
- If payment should be made to a person/company other than the submitter, please indicate in the comments section of this form.