## Parkway PTA Request for Reimbursement

Requests received before the 15th of the month will be ready for pick-up on the 1st of the following month. [For example, October 15 requests can be picked up on November 1.]

Requests must be submitted within 90 days of the date on the receipt. [For example, a receipt dated October 1 must be turned in by December 29.]

Name:		
Address:_		
Email:		
Phone Nu	mber: Date:_	
Office Use	Reason/Description	Amount
	TOTAL AMOUNT REQUESTED	
	oick-up my check from the Blue Folder in the PTA ox at Parkway's front office.	A Treasurer
I have	e attached a self-addressed stamped envelope.	
Signature:_		
		Check# Date Pd