

**Please
STAPLE
receipts to the
BACK of this
form HERE**

**Expense Reimbursement Form
Race Brook School PTA**



*Copies of all receipts must be STAPLED
to the back of this form,*

Payee Name:

Payee Address:

Payee Phone:

Payee Email:

PTA Event / Program	Place of Purchase	Amount

Total Amount to be paid:

Signature: _____

Committee Chair
Signature if applicable: _____

Date: _____

Please note that the RBS School PTA does not pay sales tax as a
Tax Exempt Organization and cannot reimburse for taxes paid.
**Please be sure to provide a copy of our
Tax Exempt Form to all vendors to avoid sales tax charges.**

Please email the PTA Treasurer with any questions.
Email addresses may be found on the website
oess.org / Race Brook / PTA

PAID

Ck. #

ENTERED