



University Park PTA Reimbursement Request Form 2016-17

Please return to Kyle Huckaby, PTA Treasurer:

3604 Southwestern Blvd, Dallas, TX 75225

214 207 5327

UPPTATreasurer@gmail.com

Date Submitted

Check Payee Name

Check Payee Address

e-mail address (in case of questions)

Check Request Amount *(Sales tax WILL NOT be reimbursed)*

\$

Expense Category / Description of Expense

Committee

Committee Chair

Please check the following, as applicable:

Personal Reimbursement (attach receipts with your name on the back)

Invoice to be paid (attach invoice with your name on the back)

Date Invoice is due to vendor:

Itemize expenses here:

TOTAL

\$

Your Name (printed) / Telephone Number / E-mail

PTA Position

Treasurer use only:

Recvd:

Entered in QB:

Check #: