



### PARENTS ASSOCIATION REIMBURSEMENT REQUEST 2021-2022

Reimbursement requests must be processed through the Treasurer, Angela Child. Please mail your request to her at:

**Angela Child, PA Treasurer**  
**6804 Tammy Ct**  
**Bethesda, MD 20817**

**Email: [angela\\_child@yahoo.com](mailto:angela_child@yahoo.com)**  
**Phone: 703-447-7123**

Name of Person to be Reimbursed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Budget to be Charged to: \_\_\_\_\_

*(i.e., Committee, Grade, Division or Line Item Name)*

Name of Grade Rep or Committee Chair: \_\_\_\_\_

Account Code: *(Added by Treasurer)* \_\_\_\_\_

Itemized Expenses: *(You must attach the original receipt for each item.)*

<u>Name</u>	<u>Purpose</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	TOTAL:	\$ _____

\_\_\_\_\_  
Signature of Person to be Reimbursed

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Association Treasurer

\_\_\_\_\_  
Date

**Instructions:**

- Complete this form and be sure to attach original receipt(s). (Please note that the business office CANNOT reimburse you without a receipt.)**
- Give to the appropriate person for approval (i.e., committee chair in the case of a committee expense, Grade Rep in the case of a grade expense or Treasurer in the case of a general expense).
- This form must be given to the Parents Association Treasurer for approval.  
Reimbursement Requests must be turned in by June 10, 2022.  
Requests received after that date will not be processed.