



REQUEST FOR REIMBURSEMENT

Please send this completed form, with receipts attached to the Upper or Lower campus offices. Attn: Cindy Yost, PTF Treasurer. Any questions or concerns: please email cindy.yost640@gmail.com or text 404.272.2194.

Event/Program: _____

Reimbursement Requested By: _____

Date Submitted: _____

List of Purchases for Reimbursement (staple receipts to this form):

Amount Total: \$ _____

Check to be made payable to: _____

Mailing Address: _____

Email: _____ Phone: _____