SPECIAL MUSIC SCHOOL
AT KAUFMAN CENTER
PARENT TEACHER ASSOCIATION

2011 — 2012 Special Music School PTA
Expense Reimbursement Request

Questions? Contact SMS PTA Co-Treasurers
Doris Chiu or Jorge Sanchez at
smspta.treasurer@gmail.com

Name: _____ Phone: _____

Address: _____ Email: _____

_____ Grade/Event: _____

Please list each receipt separately. Receipts must be attached to this form when requesting reimbursement.

DATE	VENDOR NAME (Store, person, company)	DESCRIPTION	AMOUNT
		TOTAL	

Signature: _____

Approved By: _____

Check #_____ Check Date _____/_____/_____ Amount $_____