



Special Music School  
Parent Teacher Association

## Special Music School PTA Expense Reimbursement Request

Questions? Contact SMS PTA Treasurer  
at [treasurer@smsparents.org](mailto:treasurer@smsparents.org)

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

Phone: \_\_\_\_\_  
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
<b>TOTAL</b>			

Signature: \_\_\_\_\_  
Approved By: \_\_\_\_\_

Check # \_\_\_\_\_ Check Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \$ \_\_\_\_\_