

## Williamsburg Middle School Parent Teacher Association Reimbursement Form

The original receipt and copy/photo of the method of payment (check/credit card receipt) must be included with this form.

Please submit requests for payment within 30 days of purchase. June receipts are due on the last day of the school year. Taxes will not be reimbursed. Please contact the WMS Treasurer for the WMS PTA tax-exempt form.

Kindly drop off the form with the WMS front office, or email to the WMS PTA Treasurer:

[Treasurer@wmspta.org](mailto:Treasurer@wmspta.org)

### Step 1. To be completed by the requestor

Name:

Email:

Purpose/Justification for the expense:

Description of the item(s) purchased:

Date of expense:

Amount owed:

Signature:

Date Signed:

### Step 2. To be completed by the PTA

PTA President Name:

PTA President Signature:

PTA Treasurer Name:

PTA Treasurer Signature:

Check Number	Amount Paid	Date Paid	Comments