

JSIS PTSA Reimbursement Request



Please complete this form, attach receipts and email to the JSIS PTSA Treasurer at treasurer@jsispta.org. Optional to place in the PTSA box in the school office. Reimbursement requests must be accompanied by receipt(s) and be submitted within 60 days of purchase.

Date: _____

Name: _____

Phone: _____

Email: _____

Project/Program: _____

Expense Description: _____

Requested Amount: _____

Reimbursement Preference (Zelle, Venmo, PayPal, Check): _____

Reimbursement Preference Details: _____

Signature: _____

